

2. Photograph collection: We have re-numbered and fully described 2,950 photographs in the collection. Cataloging by subject (cross-referenced) has been completed for 1,100 photographs to date. Important photographs without negatives are being re-photographed by the Assoc. Curator for security. Numerous additions, both through donation and by copying photos owned by other facilities, have again been made to the collection this past fiscal year. New photographs are constantly being transferred from the Education Dept. files for permanent cataloging and preservation.
3. Slide collection: We have re-numbered and fully described some 2,300 slides in our collection and cataloging by subject has begun. All important slides, especially those used in talks, are being duplicated as time and money permit. It has not been determined yet whetherto file frequently used slides by subject or by number.
4. Anita Baldwin collection: Letters, clippings, documents, photos, etc. have been arranged by subject matter and a subject is being developed.
5. Magazine file: Pertinent articles continue to be referenced by subject on index cards, though not as extensively as in past years.
6. Decorative arts file: Information, descriptions, historical background of various antiques are being collected in a vertical file for reference use.
7. Baldwin Ranch file: Extensive research notes are arranged by topic and stored in Hollinger boxes in the Assoc. Curator's office. Notes in longhand are typed by volunteers and duplicated for inclusion in the file.
8. Historic clothing collection: All clothing is in storage in the Coach Barn loft in metal cabinets. Clothing is being sorted by date and work continues in matching existing accession cards and descriptions with items on hand. A separate accessioning system for clothing is being set up for greater ease in information retrieval. Clothing is used primarily on mannikins in the Queen Anne Cottage, but is also on display in the Depot bedroom. Items of clothing are modeled by volunteers on special occasions (i.e., Christmas Open House, Queen Anne Frolic).
9. Accessioning of artifacts: Each of the historic buildings has been inventories to ascertain which artifacts remain of those represented on accession cards of past years. Missing items are being reconciled with missing cards as all donations are checked against master accession books. New acquisitions are continuously added to the books and files.
10. Movie location file: See notes under "Special Activities"
11. Arboretum chronology file: See notes under "Special Activities."
12. Rotunda displays: As requested by the Education Dept., displays are set up in the north Rotunda display case. Topics have included movie locations, school field leader thank-you letters, Arboretum chronology. Additional, semi-permanent photographic displays are set up in the Coach Barn.
13. Public information: Various requests for historical information are regularly answered via mail and/or telephone.
14. Building maintainence: The historical buildings are inspected by the Assoc. Curator once a week or as needed. Problems are noted and forwarded to the appropriate supervisor for action. Light bulbs are changed in the Queen Anne Cottage by the Assoc. Curator (chandeliers) and, as requested, by the Shop (spotlights).

#### Proposed Projects:

1. Create slide/tape programs for use by volunteers to give to interested civic groups.
2. Photograph all accessioned items of value to facilitate record keeping.



Snider, Sandy. 1982. "Proposed projects." *Annual report : historical section* 1983, 7.

**View This Item Online:** <https://www.biodiversitylibrary.org/item/164943>

**Permalink:** <https://www.biodiversitylibrary.org/partpdf/145607>

**Holding Institution**

Missouri Botanical Garden, Peter H. Raven Library

**Sponsored by**

Good Family Foundation

**Copyright & Reuse**

Copyright Status: Permission to digitize granted by rights holder

License: <http://creativecommons.org/licenses/by-nc-sa/3.0/>

Rights: <https://www.biodiversitylibrary.org/permissions>

This document was created from content at the **Biodiversity Heritage Library**, the world's largest open access digital library for biodiversity literature and archives. Visit BHL at <https://www.biodiversitylibrary.org>.