

Margaret Grant Plumb Collection
1890-1976
Finding Aid



Archives and Special Collections



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GENERAL INFORMATION

Accession Number: 93-05

Size: 9.570 cu. ft.

Provenance: Hunter College Libraries

Restrictions: None.

Location: Range 3 Section 4 Shelves 19 - 22

Archivist: Prof. Julio L. Hernandez-Delgado

Assistant: Ms. Christina Melendez-Lawrence
Mr. Curvin Sawyer

Date: June 1997

Revised: September 2013

BIOGRAPHICAL SKETCH

Margaret Grant Plumb was born in New York City on June 23, 1893. She was a descendant of President Ulysses S. Grant and the niece of Clement Clarke Moore, the author of *A Visit From St. Nicholas*. Margaret enrolled in Hunter College High School in 1908 and graduated in 1912. In January 1916, she received a Bachelor of Arts degree in history from Hunter College with a minor in Political Science. In October 1919, Plumb received a Master of Arts degree in English literature from New York University and the title of her master's thesis was "The Chorus in Elizabethan Drama." In 1925, Plumb received a certificate from the American Academy in Rome, Italy School of Classical Studies. In 1935, Plumb received a Bachelor of Science in Library Science from the School of Library Service at Columbia University. It should be noted that throughout her life Plumb developed the ability to read Greek, Latin, German, French, Spanish, and Italian.

In January of 1916, Margaret Grant Plumb was placed in charge of the Library of Hygiene at Hunter College. On February 1, 1916, she was hired as a Temporary Library Assistant and remained in this post until May 31, 1916. Her next post was as Library Assistant from June 1, 1916 to May 15, 1919. In February 1919, Plumb was placed in charge of the general library, together with the books from the Library of Hygiene that had been transferred to the Hunter College Library. Plumb rose in rank to Assistant Librarian on May 15, 1919, and in 1945, she was promoted to Associate Librarian and served in that capacity until she retired from Hunter College in 1960.

Margaret Grant Plumb made significant contributions to the growth and development of library service at Hunter College. First, she assisted in the organization of the book collection that grew significantly throughout her 44 year tenure at Hunter College Library. Second, she assisted in the organization of the Rare Book and Reserve Book collections. Third, she assisted in gathering institutional materials of historical value that were later used in the establishment of the Archives Centre in 1966. Plumb was prudent and understood the importance of saving documents of historical value for future generations. Lastly, Plumb played a pivotal role in the planning of the new library that opened to the Hunter College community in the Fall of 1940. The 1940 college facility replaced the original college edifice that was destroyed by a fire on February 14, 1936.

In addition to her responsibilities as college librarian and administrator, Plumb was also active in the American Classical League, the American Library Association, the Classical Association of the Atlantic States, the Classical Society of the American Academy in Rome, the French Institute, the International Association for Classical Anthropology, the Library Association of the City University of New York, New York Regional Catalog Group, and the Society for French Historical Studies.

Upon retiring from Hunter College in May 1960, Margaret Grant Plumb became the archivist at 34 Gramercy Park that was one of the oldest cooperative apartment buildings in New York City. In 1981, Plumb was inducted into the Hunter College Hall of Fame for her impeccable work and for her outstanding service to Hunter College. Margaret Grant Plumb died on August 31, 1986 and left behind a legacy of an individual who was committed to the library profession and to serving her constituents.

SCOPE AND CONTENT NOTE

The Margaret Grant Plumb Collection is an amazing assortment of materials that document the establishment and evolution of library service at Hunter College from 1890 to 1960. The variety of documents, records, and reports that comprise this collection shed light on the way administrators, librarians, and support staff built and sustained a college library and how they facilitated the needs of their patrons throughout the years.

Margaret Grant Plumb was a clever and perceptive academic librarian/administrator who understood the importance of saving essential library and institutional documents for future generations. The collection primarily documents the establishment and evolution of library service at the Normal/Hunter College Library from 1890 to 1960. Key components of this collection consist of library annual reports (1900 - 1951), documents on the Bronx Campus Library (1928 - 1960) and the Park Avenue Library (1890 - 1950), papers pertaining to Margaret Grant Plumb (1911 - 1975), black and white photographs of the original Normal/Hunter College edifice (1873 - 1936) and the Park Avenue building (1940 - 1982), rare books (1932 - 1958), and materials pertaining to Dr. Margaret Barclay Wilson (Class of 1884), Honorary Librarian from 1915 to 1927.

The Margaret Grant Plumb Collection should attract the interest of academic librarians, students of Library Science, and researchers who are interested in learning about the establishment and evolution of library service at Hunter College from the late 19th Century to the sixth decade of the 20th Century.

SERIES DESCRIPTION

The Margaret Grant Plumb Collection came to Archives & Special Collections of the Hunter College Libraries in a pre-sorted alphabetical arrangement. However, upon careful inspection Professor Julio Hernandez-Delgado discovered that the arrangement of the collection was somewhat disordered. Many documents were incorrectly filed and several folders were mislabeled and didn't abide by the alphabetical arrangement. Instead of rearranging the entire collection, Professor Hernandez-Delgado decided to maintain the original alphabetical arrangement with some revisions.

First, documents that were incorrectly filed were inserted into folders that contained similar materials. Second, folders that were mislabeled were renamed with appropriate headings. Third, files that contained related materials were grouped together in the alphabetical arrangement. For example, folders containing materials on the former Bronx Campus Library were grouped together under this heading. Professor Hernandez-Delgado felt that the grouping of related materials would aid potential researchers. Fourth, folders that were filled with too many documents were rearranged into separate folders. Lastly, fragile documents were duplicated with the original documents placed in archival plastic inserts.

Key records in this collection that should pique the interest of researchers and scholars include annual reports (1900 - 1951), the Bronx Campus Library (1928 - 1960), Head Librarians Dr. Joseph J. Reilly, Dr. Frederick W. Stewart, Dr. Ben C. Bowman, and Dr. David Lane, Hunter College Library at Park Avenue (1890 - 1954), Papers pertaining to Margaret Grant Plumb (1923 - 1975), Rare Books (1931 - 1958), and, last but not least, materials pertaining to Dr. Margaret Barclay Wilson, Class of 1884. Dr. Wilson was chairman of the library committee during 1906 - 1917 and from 1915 to 1927 was honorary librarian of the Hunter College Library.

CONTAINER LIST

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	1	Administration, 1948 - 1960
	2	Alumnae Luncheons, 1930, 1956, 1958, 1960 - 1963, 1965 - 1967, 1972
		Alumnae Publications
	3	Publications of Hunter Alumnae from the Office of Miss Plumb, Associate Librarian, for Exhibit at Bronx Library, October 17, 1954
	4	Annual Reports Guide
		Annual Reports of the Normal/Hunter College Library
		Library Data from Reports on College Made by the President's Office to New York State University
	5	1893 - 1894 1896 - 1897 1898 - 1899
		1900 - 1915 (1902*)
	6 1916 - 1921	
	7 1922 - 1925	
	8 1926 - 1930	
	9 1931 - 1934	
2	1	1935 - 1936
	2	1937 - 1938
	3	1939 - 1941
	4	1942 - 1943 (1942*)
	5	1944 - 1945
	6	1946 - 1947
	7	1948 - 1949 (1948*)
3	1	1950 - 1951
	2	1952 *
	3	1953
	4	1954 *
	5	1955 *
	6	1956 *
	7	1957 *

*(Files containing select library reports but no annual reports)

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
4	1	Annual Reports of the Normal/Hunter College Library 1958 *
	2	1959 *
	3	1960 *
	4	Archives
	5	Associate Alumnae of Hunter College, Articles & Publications
	6	Binding Manual and Questionnaires, 1941 - 1953
	7	Book Collections of Hunter College Library Organization, 1940 - 1953
	8	Book Drives and Gifts to Hunter College Library, 1942 - 1947
		Booklists
	9	Art, 1948
	10	Education & Psychology on Reserve
11	Evening Collections: a. History, Political Science, Economics b. All Other Subjects in Room 1100	
5	1	Reference
	2	Social Sciences (Open Shelf Collection)
		Booklists – Samples
	3	American History
	4	Economics, Education, Psychology, Philosophy
	5	English, Geology
	6	History, Other Than American, 1940's
	7	Journalism, Mathematics, Physiology
	8	Political Science, Sociology
		Book Plates
	9	Helen M. Baldwin Thomas Boese (Class of 1908) Edward Sanford Burgess, Professor of Biological Sciences 1895-1925 Class of 1918 Marie Bells Coles Collection Emily Ida Conant Jeanette Joseph Feintuck (Class of 1933) Hilde Graf, Class of 1929 Connie M. Guion Jacob Hammer Thomas Hunter, President of the Normal College, 1870 - 1908 Elizabeth I. Lynskey Anne Bush MacLear Memorial Collection

*(Files containing select library reports but no annual reports)

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Book Plates
5	9	The Newman Club of Hunter College May Blauvelt Patterson Ruth Schram Rosenfeld, Jewish Vacation Assoc. Library, 1925 - 1936 Lao G. Simons, Head, Mathematics Department, 1927 - 1940 Caroline Harris Stevens Student Council, 1927 - 1931 Isabella Sullivan (Class of 1876) Theatre Century Club Mrs. Elizabeth W. Von Minckwitz William Wood Memorial, 1808 - 1894 Eliza Woods (Class of 1902)
	10	Bookroom, 1940
		Bronx Campus Library
	11	Allotments and Expenditures, 1951 - 1960
		Architectural Drawings
	12	“College Library/Classrooms/Administration.” <i>Progressive Architecture</i> (May 1957): 112 -115.
		Cataloging
	13	1940 - 1949
	14	1951 - 1953, 1958
		Correspondence
6	1	1928 - 1943
	2	1946 - 1947
	3	1948
		Equipment
	4	Conferences & Correspondence, 1955 - 1960
	5	Official List, 1959
	6	Plans and Blueprints, 1959
	7	Specifications Furniture, 1960
	8	Specifications Notes, 1960
	9	Specifications Stacks, 1960
	10	Expenditures, 1945 - 1951
7	1	Libraries and Binding, 1932 - 1933, 1948, 1953, 1955
	2	New Space Basement of Gillet Hall – Planning & Correspondence, 1955 - 1957

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Bronx Campus Library Rehabilitation
7	3	Contract (Blueprints included) Between B.H.E. and Remington Rand, May 23, 1950
	4	Equipment and Furnishings, 1948 - 1954
	5	Report of Staffing, 1958
	6	Transfers, 1951 - 1952
		Budget
	7	Accounts by Month, 1957 - 1960
	8	Budget, College, 1939 - 1956
	9	Evening Session, 1940 - 1955
	10	Expenditures, 1952 - 1956
8	1	Personnel Annual, 1940 - 1949
		Personnel Annual Salary Schedules
	2	1944 - 1957
	3	1959 - 1960
		Summer Session
	4	1940 - 1954
	5	1955
	6	Professor Anne Elizabeth Burlingame (Syllabi and Obituary)
	7	Cataloging, 1932 - 1933, 1942 - 1943, 1954
	8	Century Theatre Club Library, 1935 - 1944
	9	Circulation Forms, 1940 - 1950
	10	Circulation Rules I, 1915 - 1939
	11	Circulation Rules II, 1915 - 1939
	12	Circulation Rules III, 1940 - 1951
	13	Circulation Rules Current, 1949, 1951, 1956 - 1958
	14	Civil Defense, 1942 - 1953
	15	Club Collections, 1935
9	1	Commencement, 1914, 1920 - 1921, 1924, 1930 - 1931, 1933 - 1934
	2	Emily Ida Conant Memorial Committee, 1929 - 1955
	3	Emily Ida Conant Memorial Fund, 1937 - 1954
	4	Concert Bureau Building on Park Avenue - Notes
	5	Custodian, 1934
	6	Discards, 1847 - 1952

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Equipment
9	7	Individual Items, 1939, 1940, 1947, 1950, 1958, 1959
	8	Official Inventory, 1939, 1948, 1954, 1956, 1959
	9	Evening Service Problems, 1940 - 1951
	10	Exhibits in the Hunter College Library, 1937 - 1953
	11	Faculty Library Committee, 1938 - 1952
	12	Faculty and Staff of Hunter College (Biographical Information/Obituaries)
		Mary J. Akeley
		Marjorie Anderson
		Octavie Arnaud
		Anastasia Van Burkalow
		Anne Elizabeth Burlingame
		Vittorio Federico Ceroni-Gongzaga
		A. Broderick Cohen
		Helen Gray Cone
		Blanche Brine Daly (Class of 1913)
		Edgar Dawson
		Anders Emile
		Mary M. Fay
		Marie K. Gallagher
		Rose Sigal Golomb (Class of 1918)
		Berta Goldman Gold
		Eleanor H. Grady
		Claudine Gray (Class of 1897)
		E. Adelaide Hahn (Class of 1915)
		Winifred P. Hathaway
		Dorothea C. Hess
		Kathryn L. Hopwood
		Marguerite E. Jones
		Martha M. Kennerly
		Lillian B. Lawler
		Mary Welden James Lehn
		Elizabeth M. Lynskey
		Thomas Mabbott
		Madge M. McKinney
		James R. Meehan
		Ruth Messinger
		Annie Hickinbottom Mills
		Robert Motherwell
		Augusta Neidhardt
		Margaret L. Pohl
		Alice Isaacs Popper
		Mina S. Rees

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
9	12	Faculty and Staff of Hunter College (Biographical Information/Obituaries) Joseph J. Reilly Ella Lee Requa Edna Romer Lao Genevra Simons Frederic W. Stewart Ordway Tead Louise J. Talma Helen H. Tanzer John J. Tesoriero Gertrude Buggein Wertenbaker
10	1	Faculty Publications Lists, 1938 - 1952
		Gifts of Books
	2	The Anderson Library, 1956
	3	General Information
	4	Gifts (A - M)
	5	Gifts (P - Z)
	6	Government Documents, 1937, 1942
		[Head] Librarians
	7	Joseph J. Reilly
	8	Frederic W. Stewart
	9	Ben C. Bowman and David Lane
	10	Hunter College General Information, 1917 - 1956, 1959 - 1971
	11	Hunter College High School, 1929, 1946, 1950, 1954, 1959
11	1	Hunter College Library Dedication of the Madge McKinney Browsing Room, November 1, 1957
		History, General and Earliest Period
		1890 - 1939
	2	1940 - 1959
	3	Inventory (1950 -1951) & Accession Numbers to March 8, 1934
	4	Library Archives
	5	Library Arrangements After the Fire of February 14, 1936
	6	Library as Constituted in 19 38

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Hunter College Library
12	1	Library Planning and Equipment for New Library – Park Avenue Book Stack Work Specifications, 1938 - 1939
	2	Equipment List, 1938 - 1939
	3	Equipment List, 1940 - 1941
	4	Individual Items, 1938 - 1941
	5	Proposal for Bid, Bid Form, Contract and Specifications For Equipment and Stacks, 1939
	6	Visits to Other Libraries, 1938 - 1939
	7	The Moving of Library Materials from 2 Park Avenue, the Lexington Avenue Building (renamed Thomas Hunter Hall), and the Bronx Campus (Davis Hall, Gillet Hall, and the Gymnasium) to the New Building on Park Avenue on the 10 th and 11 th Floors, 1940
13	1	Library School at Hunter College – Plan for 1934 Library Science Tours of Hunter (College Library), 1941 - 1954
	2	Library Statistical Report to the President (George N. Shuster), 1948 - 1952
	3	Library – 2 Park Avenue and Lexington Avenue Building (renamed Thomas Hunter Hall in 1983), 1936 - 1940
	4	Hunter College Presidents
	5-6	Library of Congress, 1928 -1939
	7	Materials for Library Exhibits Used by Margaret Grant Plumb, n.d.
	8	Mutilations & New York Public Library Reference Department & Branches – Services to Hunter (College), 1940 -1957
		Order Work
14	1	Continuations, 1949, 1953, 1955
	2	Manuals & Forms, 1940 - 1957
	3	Orientation For Students, 1920 - 1958 For Faculty, 1943 - 1957 For Evening Students, 1953 - 1959
	4	Library Guides, 1940 - 1958, the Library, 1948, and Staff Schedules & Materials, 1940 - 1958

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
14	5	Papers Pertaining to Margaret Grant Plumb Board of Higher Education, Hunter College, Staff Personnel Record, 1938 - 1943, 1955, 1958
		Correspondence – Private
	6	Incoming, December 1923 - December 1975
	7	Outgoing, November 1963 - January 1964
		Correspondence – Professional
		Incoming
15	1	June 1917 - March 1953
	2	April 1954 - February 1970
	3	Outgoing, July 1928 - January 1964
	4	Educational and Professional Accomplishments of Margaret Grant Plumb
	5	Function of the Associate Librarian, April 21, 1952
	6	A Keats Bibliography. Works of Keats and Books Containing Articles in the Library of Hunter College, February 1921
		“Impressions of the Harvard Library.” <i>Hunter College Bulletin</i> , Vol. 11, No. 26, April 24, 1924, p. 4.
		List of items placed in a galvanized iron box (4 x 8 x 12 inches) which was “bricked” in the cornerstone of the 1940 building on March 17, 1959
	7	Miscellaneous Materials
	8	Retirement Reception for Margaret Grant Plumb, May 23, 1960
	9	Tribute to Margaret Grant Plumb 25 Years of Service to Hunter College, March 11, 1941
	10	Undergraduate (Normal College) Materials, 1911 - 1915
		Periodicals
	11	List of Holdings of Hunter College Library - Earliest List Routines, 1942 - 1955
	12	Subscription Lists, 1941 - 1955, 1944 - 1953

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Photographs
15	13	Hunter College Archives, Room 1004
	14	Hunter College Library (Original), 1873 - 1936
	15	Hunter College Annex at 2 Park Avenue, n.d.
	16	Hunter College Park Avenue Library, 1938 - 1940
	17	Hunter College Rare Book Room, n.d.
		Publications
16	1	<i>The Alumnae News</i> Vol. 36, No. 3, March 1931 Vol. 56, No. 3, March 1951
		<i>Alumni Quarterly</i> , Winter 1970
		<i>Association for Childhood Education International Hunter College Newsletter</i> , Vol. 2, No. 1, February 6, 1956
		<i>Bulletin of the American Library Association</i> Vol. 15, No. 5, (September 1921)
		<i>Bulletin The New York Library Club</i> , Vol. 29, No. 2 (January 1941)
		<i>Extension Bulletin</i> No. 16, October 1896 No. 24, April 1898
		<i>Friends of the Hunter College Library</i> , n.d.
	2	Guggenbuhl, Laura. Gergonne, "Founder of the Annales de Mathematiques." <i>The Mathematics Teacher</i> (December 1959): 621-629.
		---. Karl Wilhelm Feuerbach, Mathematician." Reprinted from <i>The Scientific Monthly</i> , (August 1955): 71 - 76.
		<i>Here At Hunter A Calendar of Events</i> , February 1959
		<i>Hunter Alumni Quarterly</i> , Spring 1970
		<i>Hunter College Alumni News</i> , Vol. 55, No. 3, March 1960
		<i>Hunter College Newsletter</i> Vol. 1, No. 1, February 15, 1952 Vol. 2, No. 2, November 1952
		<i>Hunter College Newsletter Extra</i> , May 1952

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Publications
16	2	<i>Hunter College of the City of New York Student's Guide for Day Session Undergraduate Students, 1959 - 1960</i>
		<i>Hunter Hall of Fame</i> 1976 1977
		New York Regional Catalog Group. <i>Constitution, Officers List of Members, 1936 - 1937</i> . New York, 1936
		<i>Regents' Bulletin</i> , No. 3, August 1890
		<i>State Library Bulletin Public Libraries</i> No. 1, August 1893 No. 3, June 1895
		Woehl, Arthur L. "Richard Brinsley Sheridan, Parliamentarian" in <i>The Rhetorical Idiom</i> . Cornell University Press, 1958
		<i>Your Job at Hunter College: A Handbook for Members of the Administrative Staff</i> , 1949
		Rare Books
	3	Printing (I, A - L) Association Materials & Data on Copies of Book
		Correspondence
	4	Joseph J. Reilly Incoming, January 1932 - July 6, 1944 Outgoing, June 1933 - February 1948
		Margaret Grant Plumb Incoming, November 1935 - January 1953
		General, 1931, 1933
	5	Miscellaneous Materials
17	1	Reference Service, 1942 - 1958 and Plan for Rental Library, 1940
	2	Reorganization of Park Avenue Library General Plan, 1957 - 1958 Humanities Division Rare Book Room 1007 Music & Art Library

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Reports
17	3	Hunter College Library. Report on Forms in Use at the Main Delivery Desk. Suggestions and Recommendations, February 1952
		Report on the Procedures at Main Delivery Desk Hunter College Library, December 1951
	4-5	Reserve and Reference Service, 1914 - 1939
	6	Schedule – Christmas & Spring Vacation 1940 - 1946, 1947 - 1949
	7	1950 - 1952, 1953 - 1958 Staff Day Schedule, Fall 1940 - 1943
		Staff
18	1	Day Schedules, 1950 - 1952, 1953 - 1958
	2	Directories, Procurement, Schedules, and Student Aides Employed Under Government or Private Relief Agencies,
	3	Evening Assignments, 1940 - 1947, 1948 - 1957; Library School Degree Programs, 1940 - 1950, 1951 - 1958
	4	Evenings, 1940 - 1950, 1951 - 1958
19	1	Schedule For Day, 1944 1946, 1947 -1949
		Summer Schedules
	2	1940 - 1945, 1946 - 1948
	3	1949 - 1950, 1951 - 1953
	4	1954 - 1956, 1957 - 1958; Staff Status & Need of Staff, 1913 - 1944
	5	Status & Need of Staff, 1940 - 1953 and Staff Summer Assignments, 1941 - 1953
		Student Assistants
20	1	Bronx Ratings, Fall 1952; Duty and Forms; Schedules for NYA, 1940 - 1943; College Funds, 1943; Volunteers, 1942
	2	College Funds, Fall 1943 - Fall 1947; Schedules, 1948 - 1949

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
20	3	Student Assistants Concert Fund, Spring 1949 - Spring 1955; Supplies & Equipment Budget Orders, 1944 - 1957
	4	1950 - 1952, 1953 - 1955
	5	1956 - 1958; Abbie Nova Fund, Fall 1949 - Spring 1953
21	1	Supplies & Equipment Orders, 1940 - 1957
	2	Technical Services for Miss Gilliam; Faculty G-W; Requests for Books; Various Small Publications
	3	Thefts; Use of Library By Outsiders
	4	Vacations, Absences, Working Hours, 1940 - 1952
	5	Vocational Guidance by M.G. Plumb – Advisor, 1940 - 1948; Vocational Guidance for Training for Librarianship
		Dr. Margaret Barclay Wilson (Class of 1884)
	6	Assistant Librarian, September 1928
	7	Biographical Information
	8	Correspondence, 1921, 1923, 1927, 1937
	9	Library Signs
	10	Memorial Tribute to Dr. Margaret Barclay Wilson, 1945
	11	Miscellaneous Materials
	12	Publications
13	Samples of Colored Slips Used to Mark References in Books in Hygiene Library, Dr. Wilson's Methods	