



The Historical  
Society of  
Pennsylvania

Collection 3104

**J.B Lippincott Company**  
records

1851-1958 (bulk 1880s-1920s)  
94 boxes, 98 volumes (140 linear feet)

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<b>Finding aid by:</b>	Michael Winship, Matthew Lyons
<b>Finding aid completed:</b>	March 2016
<b>Restrictions:</b>	Six volumes of payroll records are temporarily closed to researchers. See inventory for details.

# J. B. Lippincott Company records

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## Abstract

J. B. Lippincott Company was an American publishing house founded in Philadelphia Pennsylvania in 1836 by Joshua B. Lippincott. Joshua Lippincott's company began by selling Bibles and other religious works then successfully expanded into trade books, which became the largest portion of the business. In 1849, Lippincott acquired Grigg, Elliot & Co., a major book distribution company. The acquisition helped make the company one of the largest publishers in the United States. In the 1950s the company began producing a successful line of medical and nursing books and journals. The company was sold to Harper & Row in 1978 but Joshua Lippincott's great-grandson Joseph Wharton Lippincott, Jr. remained on the Board of Directors until 1987. In 1990, the company was acquired by Wolters Kluwer, who merged it with Raven Publishers and then with Williams & Wilkins to form Lippincott Williams & Wilkins in 1998.

The collection consists of business records documenting over 100 years of the company's history. The largest portion of the collection is a series of letterbooks containing outgoing correspondence related to all aspects of the publishing operation, from soliciting advertising magazines to negotiating author contracts. Several dozen letterbooks contain incoming correspondence from Lippincott's London Agency. Much of the rest of the collection consists of a variety of financial records, including general ledgers, receipt books, cash disbursement books, and payroll records. Publication costs and sales are documented through stock cards, royalty payment records, and order and inventory volumes. The collection includes several manuscripts for publications, and some original artwork and illustrations. There are also boxes of books published by Lippincott, including the *Annals of Surgery*.

## Background note

Joshua Ballinger Lippincott was born in Juliustown, Burlington County, New Jersey, on 18 March 1813. As a teenager, Lippincott entered the book trade as an employee of David Clark, book binder and bookseller, whose stand was at the southwest corner of N. 4th St. and Race. About 1831 Clark's business failed, and the eighteen-year-old Lippincott was put in charge of the business at the request of its creditors. For several years in the mid-1830s, the firm traded as Clark and Lippincott, but by 1837 Lippincott had established himself in business as J. B. Lippincott & Co., Booksellers & Stationers, at Clark's old address. Under this name, over the following decades the firm became an established publisher of books, including Bibles and religious texts.

In late 1849, Lippincott purchased the extensive book-jobbing and stationery business of Grigg, Elliott & Co., a firm that traced its origins back to Warner & Johnson's partnership of 1792, and together with the junior partners of the older firm reorganized as Lippincott, Grambo & Co. on 1 January 1850. This firm subsequently conducted business at both the old address as well as

Grigg, Elliott's block at 20 N. Fourth St. In June 1855 the firm was again reorganized as J. B. Lippincott & Co., and continued to trade under this name until its incorporation as a private company, J. B. Lippincott Co., in 1885. In 1861, the firm acquired a lot at 715-717 Market Street, where it proceeded to build an extensive book publishing, importing, retailing, wholesaling, and manufacturing business. The firm moved to this location in 1863 and by 1871 occupied two large, connected buildings that stretched back to Filbert Street – the retail and wholesaling departments and publishing offices in front, facing Market Street, and the manufacturing establishment in the rear. These buildings were gutted by fire on the final days of November 1899, and by August 1901 the firm had moved to a new building at 227 E. Washington Square, where it remained until its removal in 1999 to its current offices in the Penn Mutual Building, 530 Walnut St.

Joshua B. Lippincott died on 5 January 1886. The company, recently incorporated, passed in equal parts to his three sons – Walter, Craige (who served as the new president of the firm), and J. Bertram – and succeeding generations of the Lippincott family have remained involved in the management of the firm to the present day. The firm first opened a branch office in New York City in 1871, and in 1875 established a London Agency (closed only in 1955). At the end of the 19th century, the firm began to concentrate on its publishing and manufacturing activities: the retail book department was sold to Strawbridge & Clothier in 1897, its stationery and fancy goods department, with the Market Street storefront, to Lit Brothers department store in 1898, and its jobbing department was also closed about this time. Further branch offices were established in 1897 in Montreal (moved to Toronto in 1966) and in 1918 in Chicago, where its school and college textbooks were managed. In 1936 a trade editorial office was opened in New York City at 250 Park Avenue (later moved to 521 Fifth Avenue); in 1940 the Lippincott firm purchased the New York publishing firm Carrick & Evans, Inc., and in 1941 Frederick A. Stokes Co. The company went public in 1972 and was acquired in 1978 by Harper & Row, a firm that combined it with Thomas Y. Crowell, another Harper subsidiary; the new firm's books were subsequently published over the imprint of Lippincott and Crowell until 1981. In 1990 the company was acquired by Wolters Kluwer, who merged it with Raven Publishers and then, in 1998, with Williams & Wilkins to form Lippincott Williams & Wilkins, which continues in business today.

Over its long history, the Lippincott firm has published many works of interest, covering a number of subjects and genres. During the nineteenth century, the firm was particularly noted for its reference works, expensive to produce, including the many editions of *Lippincott's Pronouncing Gazetteer* (first published 1855), the American editions of *Chambers's Encyclopedia A Dictionary of Universal Knowledge for the People* (first published 1861), the *Universal Dictionary of Biography and Mythology* (1870), and all but the first volume of Samuel Austin Allibone's *A Critical Dictionary of English Literature* (1858-1871). It also published many standard, multi-volume sets of the works of important American and British authors, as well as such works as Henry Rowe Schoolcraft's six-volume *History of the Indian Tribes of the United States* (1851-1857) and the first 27 volumes of Henry Howard Furness's edition of *A New Variorum of Shakespeare* (1871-1955). From its early years, medical publications formed an important element of the firm's list – in 1878, the firm issued *A Hand-Book of Nursing*, the first commercially published nursing handbook in the United States – and during the twentieth century these works came to predominate. Notable trade books published during the twentieth century include four works (1935-1942) by Zora Neale Hurston and Thomas Pynchon's first two books (1963, 1966).

In 1868 the firm launched *Lippincott's Monthly Magazine*, which it continued to publish until 1914. A unique feature of this magazine was that it published the entire text of a novelette in each issue, including notably Arthur Conan Doyle's "The Sign of the Four" (Feb. 1890), Oscar Wilde's "The Picture of Dorian Gray" (July 1890), and Rudyard Kipling's "The Light that Failed" (Jan. 1891). The firm also published a number of other periodicals, chiefly on medical subjects, including the *Annals of Surgery* (beginning 1897).

## Scope and content

The J. B. Lippincott Company records cover many aspects of the firm's business from 1851 to 1958 (bulk 1880s-1920s). It consists of 628 bound manuscript volumes, over 500 of which are pressed letter books; 14 boxes of loose material; and approximately 50 shelf-feet of printed volumes, consisting of catalogs, books, and periodicals published by the firm. Particular strengths include correspondence relating to contributions to and advertising in the firm's periodicals, especially *Lippincott's Monthly Magazine*, and correspondence to and from the firm's London Agency. There are also a variety of financial records, including daybooks and general ledgers relating to publishing and manufacturing, cash disbursement books, payroll records, and receipts and records relating to contributions to *Lippincott's Monthly Magazine*. Seven account books document the activities of Frederick A. Stokes Co. of New York, all but one from before that firm was acquired by Lippincott in 1941.

### Overview of arrangement:

- Series I. Publication Department
  - a. Correspondence
  - b. Account books and other records
- Series II. Periodicals Department
  - a. *Lippincott's Monthly Magazine*
    - i. Correspondence
    - ii. Other records
  - b. Medical periodicals
    - i. Correspondence
    - ii. Other records
- Series III. Lippincott's London Agency and other foreign business
  - a. Correspondence
  - b. Other records
- Series IV. Manufacturing Department
  - a. Correspondence
  - b. Account books and other records
- Series V. Sales Department
  - a. Correspondence
  - b. Account books and other records
- Series VI. Business Department
  - a. Correspondence
  - b. Account books and other records
- Series VII. Frederick A. Stokes Company
- Series VIII. Printed materials
- Series IX. Miscellaneous

Within most series or subseries, the materials are listed in two groups: correspondence, and account books and other records. Boxed items are listed by box number, followed by item number (e.g. “2.1” represents item 1 in box 2); unboxed items are preceded by a “V” (for “volume”).

### **Bibliography:**

*The Author and His Audience, with a Chronology of Major Events in the Publishing History of J. B. Lippincott Company* (Philadelphia: Lippincott, 1967).

Margaret Becket, “J. B. Lippincott Company” in *American Literary Publishing Houses, 1638-1899* (Dictionary of Literary Biography, vol. 49), ed. Peter Dzwonkoski (Detroit: Gale, 1986), pp. 261-266.

J. Stuart Freeman, Jr., *Toward a Third Century of Excellence: An Informal History of the J. B. Lippincott Company on the Occasion of Its Two-Hundredth Anniversary* (Philadelphia: Lippincott, 1992).

### **Physical condition note:**

The Lippincott archives are currently (Aug. 2008) housed in much the same condition in which they were received from the donor, though during the initial survey (Aug. 2007) bound volumes were tied with linen tape and loose material was placed in acid-free folders. Most of the pressed letter books are housed in (nonarchival) cardboard moving boxes. A substantial amount of material exhibits water damage, presumably a result of the fire at the firm in Nov. 1899, and mold is present in some. Except where suffering from water damage, the paper is generally sound, though many of the bound volumes have broken hinges or are missing covers. Before extensive use by researchers, the collection would benefit from conservation care and rehousing, with many of the bound volumes placed in phase boxes.

## Administrative Information

### **Restrictions:**

Six volumes of payroll records in Series VIIb, spanning the years 1937-1958, are closed for 75 years from date of creation. These include volumes V84, V65, V83, V66, V64, and V63. See Pages 38-39 for details.

### **Acquisition information:**

Gift of Lippincott Williams & Wilkins, 2002 (accession no. 2002.036). The donation was initiated on 11 Aug. 1999 by an email from Joseph Wharton Lippincott III, president of Lippincott Williams & Wilkins, in light of the firm’s impending move from its offices at 227 Washington Square E. to new facilities in the Penn Mutual Building, 530 Walnut St. That fall 137 boxes of materials were received by the Historical Society of Pennsylvania, which proceeded to complete a “spot” inventory and sent a deed of gift to the donor on 24 Jan. 2001. Discussions concerning an additional 3 boxes of material to be donated took place in March 2001, and the gift was finally accepted on 28 May 2002. On 12 August 2002, the receipt of an additional 4 boxes – “the last of the materials that Lippincott Williams & Wilkins currently had for donation” – was acknowledged. A stray volume labeled “Job Order Book” (here listed as

V99) was added to the collection in August 2007, the gift of Eileen Wolfberg.

### **Preferred citation**

Cite as: [Indicate cited item or series here], J.B Lippincott Company records (Collection 3104), The Historical Society of Pennsylvania.

### **Processing note**

The collection has not yet been archivally arranged or rehoused. It is in its original nonarchival boxes. Physical arrangement does not match the order in which items are listed in the inventory.

## **Collection Inventory**

### **I. PUBLICATION DEPARTMENT**

#### **Ia. Correspondence**

General outgoing letters, 1870-1915 (but see 1.1 for a few letters from the 1860s):

*Note:* During the 1870s and 1880s, these general outgoing letters address many different aspects of the Lippincott firm's business, but mainly focus on editorial matters relating to its book and periodical publications. These letters are signed or initialed by many people, including Albert Coleman, J. Berg Esenwein, an unidentified Mr. Hewitt, Edward S. Holloway, Joshua B. Lippincott, John N. Rawlings, W. S. W. (for William S. Walsh[?] or Washburn[?]), and an unidentified Mr. Williams.

2.1: 10 May to 22 Nov. 1870. *Note:* See 3.10 for missing letter. [Some volumes in Box 2 have water damage.]

2.2: 23 Nov. 1870 to 27 Feb. 1871. [Some volumes in Box 2 have water damage.]

4.1: 28 April to 30 Aug. 1871. *Note:* Lacks index and p. 1 (see 2.7).

1.2: Nov. 1871 to Feb. 1872. [Some volumes in Box 1 have water damage.]

1.3: Feb. to June 1872. [Some volumes in Box 1 have water damage.]

1.4: June to Aug. 1872. *Note:* Lacks index, possibly incomplete. [Some volumes in Box 1 have water damage.]

1.6: 23 Nov. 1872 to 27 March 1873. [Some volumes in Box 1 have water damage.]

23.1: 26 March to 30 May 1873.

1.5: 30 May to 30 Sept. 1873. [Some volumes in Box 1 have water damage.]

4.2: 30 Sept. to 18 Dec. 1873.

- 1.7: 20 Dec. 1873 to 21 April 1874. [Some volumes in Box 1 have water damage.]
- 1.8: 22 April 1874 to 18 July 1874. *Note:* Laid in at front is an index to another letter book (with D. Appleton & Co. on 46-71-144-170). [Some volumes in Box 1 have water damage.]
- 1.9: 18 July 1874 to 24 Nov. 1874. *Note:* Lacks index and pp. 1-2. [Some volumes in Box 1 have water damage.]
- 2.3: 25 Nov. 1874 to 13 April 1875.
- 1.1: 14 April to 14 Oct. 1875. *Note:* A few letters from early 1860s at front. [Some volumes in Box 1 have water damage.]
- 2.4: 14 Oct. 1875 to 20 Jan. 1876. [Some volumes in Box 2 have water damage.]
- 3.1: 24 Jan. to 24 April 1876.
- 2.5: 25 April to 18 Oct. 1876. *Note:* Laid in at back are two additional indexes from other volumes (one has p. 1 of the pressed letter book with a letter dated 19 Dec. 1883 [see 3.7]; the other has G. B. Cole on 91-97-167-180). [Some volumes in Box 2 have water damage.]
- 2.6: 8 Feb. to 19 July 1877. [Some volumes in Box 2 have water damage.]
- 2.7: 20 July to 5 Sept. 1877. *Note:* Laid in at back is an additional index and one letter (see 4.1). [Some volumes in Box 2 have water damage.]
- 2.8: 11 Oct. 1877 to 18 Feb. 1878. [Some volumes in Box 2 have water damage.]
- 1.10: 19 Feb. to 3 May 1878. [Some volumes in Box 1 have water damage.]
- 4.4: 4 May to 9 Oct. 1878.
- 2.9: 27 Jan. to 24 June 1879. [Some volumes in Box 2 have water damage.]
- 2.10: 24 June to 25 Sept. 1879. [Some volumes in Box 2 have water damage.]
- 3.4: 26 Sept. 1879 to 25 Feb. 1880.
- 3.5: 25 Feb. to 27 May 1880.
- 4.5: 26 May 1880 to 17 Jan. 1881.
- 4.6: 18 Jan. to 14 June 1881.
- 4.7: 18 June 1881 to 7 Oct. 1882. *Note:* Lacks index (see 3.10 for missing letter).
- 3.6: 7 Oct. 1882 to 18 Dec. 1883.

3.7: 19 Dec. 1883 to 9 Sept. 1884. *Note:* See 2.5 for index.

4.8: 10 Sept. 1884 to 29 Jan. 1886. *Note:* Lacks index and p. 1.

3.8: 29 Jan. to 24 Aug. 1886.

3.9: 23 Aug. 1886 to 17 Feb. 1887.

4.9: 18 Feb. to 10 Oct. 1887. *Note:* Lacks first page of index.

41.1: 11 Oct. 1887 to 9 March 1888. *Note:* Correspondence and notes concerning the plates to H. H. Furness's New Variorum of Shakespeare, 1870 & 1913, laid in.

4.10: 10 March to 27 Nov. 1888.

5.5: 30 Nov. 1888 to 2 July 1889.

5.6: 3 July 1889 to 23 Jan. 1890.

7.1: 23 Jan. to 21 Aug. 1890.

7.2: 22 Aug. 1890 to 16 March 1891.

5.7: 17 March to 6 Oct. 1891.

5.8: 7 Oct. 1891 to 5 April 1892. *Note:* Lacks index (see 3.10 for missing letter).

9.1: 6 April to 13 Sept. 1892.

5.9: 13 Sept. 1892 to 28 April 1893.

10.1: 29 April to 12 Dec. 1893. *Note:* Lacks index.

10.5: 4 Jan. to 17 Aug. 1894. *Note:* Lacks all but first leaf of index.

9.3: 21 Aug. 1894 to 31 May 1895.

10.2: 31 May 1895 to 14 March 1896.

8.4: 14 March to 8 Dec. 1896.

10.3: 9 Dec. 1896 to 9 July 1897.

10.4: 10 July 1897 to 10 March 1898.

12.3: 1 Dec. 1899 to 17 Feb. 1900.



17.1: 17 Feb. to 6 June 1900.

17.2: 7 June to 15 Dec. 1900.

15.1: 14 Dec. 1900 to Oct[?]. 1901. [Water damage]

12.7: 30 Oct. 1901 to 23 June 1902.

13.2: 25 June 1902 to 4 March 1903. [Some volumes in Box 13 have water damage.]

21.3: 4 March to 24 Aug. 1903.

21.4: 25 Aug. to 19 Oct. 1903.

21.5: 20 Oct. to 19 Dec. 1903.

21.6: 19 Dec. 1903 to 8 Feb. 1904.

17.3: 9 Feb. to 21 March 1904.

24.1: 21 March to 28 April 1904.

24.2: 28 April to 11 June 1904.

24.3: 11 June to 29 July 1904.

24.4: 30 July to 29 Sept. 1904.

24.5: 30 Sept. to 29 Nov. 1904.

24.6: 29 Nov. 1904 to 17 Jan. 1905.

30.1: 18 Jan. to 2 March, 1905.

30.2: 2 March to 14 April 1905.

30.3: 14 April to 5 June 1905.

30.4: 5 June to 24 July 1905.

24.7: 24 July to 9 Sept. 1905.

24.8: 9 Sept. to 11 Nov. 1905.

30.5: 30 Oct. 1905 to 18 Jan. 1906.

30.6: 18 Jan. to 8 March 1906.

30.7: 8 March to 16 May 1906.  
31.1: 16 May to 14 July 1906.  
31.2: 14 July to 8 Sept. 1906.  
30.8: 8 Sept. to 1 Nov. 1906.  
31.3: 1 Nov. to 27 Dec. 1906.  
31.4: 27 Dec. 1906 to 9 Feb. 1907.  
31.5: 25 March to 15 May 1907.  
34.4: 9 Feb. to 25 March 1907.  
34.5: 15 May to 16 July 1907.  
34.6: 15 July to 18 Sept. 1907.  
31.6: 19 Sept. to 20 Nov. 1907.  
34.7: 21 Nov. 1907 to 15 Jan. 1908.  
40.1: 16 Jan. to 6 March 1908.  
39.1: 6 March to 2 May 1908.  
39.2: 2 May to 3 July 1908.  
39.3: 3 July to 18 Sept. 1908.  
40.2: 18 Sept. to 7 Dec. 1908.  
40.3: 8 Dec. 1908 to 23 Feb. 1909.  
42.1: 23 Feb. to 27 April 1909.  
42.2: 27 April to 3 July 1909.  
42.3: 3 July to 29 Sept. 1909.  
17.7: 29 Sept. to 15 Dec. 1909.  
41.3: 15 Dec. 1909 to 16 Feb. 1910.  
46.1: 17 Feb. to 9 May 1910.

45.4: 9 May to 22 July 1910.

68.1: 12 June 1914 to 11 June 1915.

Outgoing letters from Ellis W. Bacon and others (including Joseph Wharton Lippincott), 1899-1923:

41.2: 5 Dec. 1899 to 19 June 1901.

12.6: 20 June 1901 to 9 May 1903.

21.1: 12 May to 19 Dec. 1903.

21.2: 21 Dec. 1903 to 25 April 1904.

17.4: 27 April to Nov. 9 1904. *Note:* For a few additional letters from this period, see 76.1.

17.5: 17 Nov. 1904 to 14 June 1905.

27.4: 14 June to 29 Dec. 1905.

31.7: 30 Dec. 1906 to 17 Jan. 1907.

34.2: 17 Jan. to 13 Dec. 1907.

34.3: 13 Dec. 1907 to 26 June 1908.

13.5: 26 June to 30 Nov. 1908. [Some volumes in Box 13 have water damage.]

40.4: 30 Nov. 1908 to 21 June 1909.

46.2: 30 July to 8 Oct. 1910.

45.5: 8 Oct. to 9 Dec. 1910.

46.4: 9 Dec. 1910 to 14 Feb. 1911.

52.1: 14 Feb. to 6 April. 1911.

52.2: 6 April to 25 May 1911.

50.2: 25 May to 21 July 1911.

52.3: 22 July to 19 Sept. 1911.

52.4: 19 Sept. to 13 Nov. 1911.

52.5: 14 Nov. 1911 to 10 Jan. 1912.

55.1: 10 Jan. to 24 Feb. 1912.

55.2: 26 Feb. to 5 April 1912.

55.3: 6 April to 13 May 1912.

55.4: 13 May to 24 June 1912.

55.5: 24 June to 13 Aug. 1912.

55.6: 13 Aug. to 1 Oct. 1912.

55.7: 1 Oct. to 5 Nov. 1912.

54.5: 5 Nov. to 18 Dec. 1912, plus 2 leaves 7 Jan. 1913.

8.5: 18 Dec. 1912 to 10 Feb. 1913.

39.4: 10 Feb. to 19 March 1913.

39.5: 19 March to 24 April 1913.

67.4: 25 April to 5 June 1913.

60.3: 5 June to 4 Aug. 1913.

60.4: 4 Aug. to 24 Sept. 1913.

67.5: 24 Sept. to 13 Nov. 1913.

60.5: 13 Nov. to 31 Dec. 1913.

67.6: 31 Dec. 1913 to 13 Feb. 1914.

65.4: 14 Feb. to 20 March 1914.

64.5: 20 March to 1 May 1914.

41.5: 2 May to 22 June 1914.

64.6: 23 June to 12 Oct. 1914.

65.5: 12 Oct. to 28 Dec. 1914.

66.7: 29 Dec. 1914 to 8 Feb. 1915.

68.2: 8 Feb. to 16 March 1915.  
68.3: 16 March to 27 April 1915.  
40.7: 27 April to 11 June 1915.  
40.8: 10 Aug. to 5 Oct. 1915.  
68.4: 5 Oct. to 23 Nov. 1915.  
68.5: 23 Nov. 1915 to 6 Jan. 1916.  
69.2: 6 Jan. to 18 Feb. 1916.  
69.3: 18 Feb. to 27 March 1916.  
69.4: 28 March to 24 April 1916.  
69.5: 24 April to 31 May 1916.  
69.6: 31 May to 24 July 1916.  
69.7: 24 July to 5 Sept. 1916.  
27.5: 5 Sept. to 17 Oct. 1916.  
27.6: 18 Oct. to 29 Nov. 1916 .  
27.7: 29 Nov. 1916 to 13 Jan. 1917.  
71.1: 13 Jan. to 19 Feb. 1917.  
71.2: 19 Feb. to 19 March 1917.  
71.3: 19 March to 19 April 1917.  
70.4: 12 April to 24 May 1917.  
70.5: 25 May to 9 July 1917.  
71.4: 9 July to 31 Aug. 1917.  
71.5: 31 Aug. to 29 Oct. 1917.  
71.6: 29 Oct. to 19 Dec. 1917.  
71.7: 19 Dec. 1917 to 8 Feb. 1918.

72.1: 8 Feb. to 30 March 1918.

72.2: 30 March to 11 May 1918.

72.3: 11 May to 28 June 1918.

72.4: 28 June to 28 Aug. 1918.

72.5: 28 Aug. to 17 Oct. 1918.

72.6: 17 Oct. to 12 Dec. 1918.

72.7: 12 Dec. 1918 to 28 Jan. 1919.

73.1: 28 Jan. to 6 March 1919.

73.2: 17 March to 23 April 1919.

73.3: 23 April to 5 June 1919.

73.4: 5 June to 15 July 1919.

73.5: 15 July to 4 Sept. 1919.

73.6: 4 Sept. to 22 Oct. 1919.

73.7: 22 Oct. 1919 to 11 Dec. 1919.

73.8: 11 Dec. 1919 to 22 Jan. 1920.

75.1 3 March to 7 April 1920.

75.2: 7 April to 19 May 1920. *Note:* Leaves 1-32 (13 Oct. 1913 to 13 Oct. 1914) used by Thomas P. Bacon.

75.3: 20 May to 25 June 1920.

75.4: 25 June to 5 Aug. 1920.

75.5: 5 Aug. to 1 Oct. 1920.

75.6: 1 Oct. to 16 Nov. 1920.

75.7: 16 Nov. to 31 Dec. 1920.

75.8: 31 Dec. 1920 to 15 Feb. 1921.

76.1: 15 Feb. to 11 April 1921. *Note:* Leaves 1-7 contain letters from 23 Aug. 1904 to 11

Oct. 1906.

76.2: 2 April to 13 May 1921.

76.3: 13 May to 23 June 1921.

76.4: 23 June to 29 July 1921.

76.5: 30 July to 14 Sept. 1921.

76.6: 14 Sept. to 27 Oct. 1921.

76.7: 27 Oct. to 10 Dec. 1921.

76.8: 12 Dec. 1921 to 30 Jan. 1922.

77.1: 22 Jan. to 3 March 1920.

77.2: 21 Jan. to 20 March 1922.

77.3: 21 March to 28 April 1922.

77.4: 28 April to 18 June 1922.

77.5: 19 June to 3 Aug. 1922.

77.6: 3 Aug. to 28 Sept. 1922.

77.7: 28 Sept. to 18 Nov. 1922.

77.8: 20 Nov. 1922 to 12 Jan. 1923.

78.1: 12 Jan. to 23 Feb. 1923.

78.2: 23 Feb. to 16 April 1923.

78.3: 16 April to 22 May 1923.

78.4: 22 May to 5 July 1923.

78.5: 5 July to 5 Sept. 1923.

78.6: 6 Sept. to 23 Oct. 1923.

52.6: 23 Oct. to 30 Nov. 1923. *Note:* Only 415 leaves used.

Outgoing letters from Ralph Bicknell, 1909-1915:

42.4: 21 June 1909 to 30 Dec. 1911. [Water damage]

54.6: 19 Jan. 1912 to 15 Oct. 1915.

Outgoing letters from the Dictionary Dept. (signed H. G. Emery), 1905-1906:

29.3: 31 July 1905 to 4 April 1906. *Note:* Only 68 leaves used.

Box 94. Incoming letters (alphabetical by correspondent), 1925 to 1929, and incoming letters marked "Permanent Records," 1904 to 1907. *Note:* In original folders, but now rehoused as boxes "94A" and "94B."

### **Ib. Account books and other records**

Ledgers, 1851-1940s:

V74: Copyright Ledger, beginning 1851. *Note:* Referred to as the "Old Copyright Ledger" in V70.

V70: Copyright Ledger, beginning 1864. *Note:* Referred to as "New Copyright Ledger" in V74. [Water damage.]

V73: General & Publication Ledger No. 3, beginning Jan. 1861 [to 1864]. *Note:* Labeled "Special Ledger No. 2 [changed to 3]."

V71: General & Publication Ledger No. 5, Special No. 1, beginning Jan. 1868. *Note:* Referred to as "#1/#5" or "#5, special #1" in other ledgers.

V72: General & Publication Ledger No. 5, Special No. 2, beginning Jan. 1873. *Note:* Referred to as "#2/#5" or "#5, special #2" in other ledgers.

V82: Publication Dept. Special Ledger [No. 2], beginning Jan. 1883. *Note:* Referred to as "publication dept. special ledger" in other ledgers; no index, but includes at beginning some general a/c's such as "jobbing" and "advertising."

V86: Publication Dept. Special Ledger No. 3, beginning 1892. *Note:* Referred to as "publication department, special #3."

V75: Publication Dept. Special Ledger No. 4, beginning 1908.

V76: Publication Dept. Special Ledger No. 5, beginning 1920. *Note:* Only 43 pages used.

V98: Publication Dept. Ledger, beginning 1900. *Note:* Labeled on spine "MISCL CHARGE BOOK 1/2 PROFIT BOOK 1930 TO 1943"; only 291pp. used.

Authors Manuscripts books, 1882-1924:



V30: 1882 to 1886.

V18: 1917 to 1924.

Copyright registration applications and affidavits of American manufacture, 1900-1917:

86.1: 24 Jan. 1900 to 1 March 1904.

86.2: 5 March 1904 to 10 Sept. 1910.

86.3: 14 Sept. 1910 to 28 March 1917.

V29: New Publications Book, 1 Nov. 1889 to 2 March 1893.

Publication orders, 1900-1949:

62.1: 19 Jan. 1900 to 11 Oct. 1906, ordered by Horace S. Ridings.

63.1: 19 Jan. 1900 to 10 Oct. 1907, ordered by Ellis W. Bacon.

62.2: 10 Oct. 1905 to 15 Dec. 1911, ordered by John N. Rawlings.

1: 22 Jan. 1912 to 28 March 1917, ordered by Ellis W. Bacon.

63.2: 30 April 1917 to 7 Dec. 1926, ordered by Ellis W. Bacon.

53.2: 20 Sept. 1942 to 26 June 1946, ordered by various people. [Water damage and mold.]

53.3: 2 July 1946 to 19 Dec. 1949, ordered by various people. [Water damage and mold.]

V77: Royalty accounts, 30 June 1946 to 31 Dec. 1947.

Original typescript and drawings:

Box 92. Typescript of Ford Maddox Ford's "Provence," parts 1 and 2 (2 folders).

Box 89: Mounted anatomical drawings by Louis Schmidt and others (19 cards).

90.1: Mounted anatomical drawings by Louis Schmidt and others (5 cards).

90.2 to 9.14: Drawings by M. L. Kirk for "Heidi," "Pinocchio," and probably another unidentified work (13 folders).

## II. PERIODICALS DEPARTMENT

*Note:* Records produced by the Periodicals Department are divided into two sub-series: those relating to *Lippincott's Monthly Magazine*, and those relating to Lippincott's medical periodicals. Many letters regarding subscriptions to all of the firm's periodicals are including in the

Manufacturing Department letter books. Additional letters (before 1886) regarding the early years of *Lippincott's Monthly Magazine* are included in the general series of outgoing correspondence of the Publication Department (see above).

## **IIa. *Lippincott's Monthly Magazine***

*Note:* Published by the Lippincott firm from 1868 to 1914, when it sold the magazine to McBride, Nast & Co. of New York. It ceased publication in 1916.

### **IIa.i. Correspondence**

Outgoing letters from J. M. Stoddart, managing editor, and others (1886 – 1899):

*Note:* Joseph Marshall Stoddart left his position as managing editor in April 1894, but this series of pressed letter books was carried on after his departure by Alfred C. Balch and C. E. Roberts. Stoddart's correspondence usually concerned editorial matters, whereas Balch and Roberts tended to focus on business matters, such as subscriptions and advertising.

61.3: No. 1, 13 Sept. 1886 to 5 Sept. 1887.

61.4: No. 2, 5 Sept. 1887 to 1 Aug. 1888.

61.5: No. 3, 2 Aug. 1888 to 26 Jan. 1889.

7.4: No. 4, 28 Jan. to 19 June 1889.

7.5: No. 5, 20 June to 25 Oct. 1889.

61.6: No. 6, 26 Oct. 1889 to 10 Feb. 1890.

7.6: No. 7, 10 Feb. to 11 June 1890.

7.7: No. 8, 13 June to 11 Oct. 1890.

7.8: No. 9, 13 Oct. to 27 Dec. 1890.

7.9: No. 10, 27 Dec. 1890 to 24 March 1891.

9.5: No. 11, 26 March to 19 June 1891.

9.6: No. 12, 19 June to 28 Sept. 1891.

9.7: No. 13, 28 Sept. to 21 Nov. 1891.

61.7: No. 14, 28 Nov. 1891 to 10 Feb. 1892. *Note:* Only 644 leaves remain, presumably some leaves are missing.

61.8: No. 15, 22 Feb. 1892 to 10 June 1892.

8.1: No. 16, 10 June to 19 Nov. 1892.

61.9: No. 17, 19 Nov. 1892 to 15 April 1893. *Note:* For back cover see 3.10.

22.1: No. 18, 17 April 1893 to 23 Feb. 1894.

10.8: No. 19, 24 Feb. 1894 to 5 Oct. 1895.

9.8: No. 20, 8 Oct. 1895 to 3 Aug. 1896.

11.2: No. 24, 25 Oct. 1898 to 17 Oct. 1899.

Outgoing editorial letters, 1899-1914:

*Note:* Includes outgoing letters from the following editors of *Lippincott's Monthly Magazine*: Harrison S. Morris (Jan. 1899 to May 1905), J. Berg Esenwein (June 1905 to March 1914), and Louise R. Bull (1914).

11.4: Book A, 2 Jan. to 8 June 1899.

11.5: Book B, 9 June to 1 Nov. 1899.

11.6: Book D, Nov. 1899 to 9 April 1900.

16.6: Book E, 17 Oct. 1900 to 24 April 1901.

18.5: 24 April 1901 to 29 July 1902.

20.3: 29 July 1902 to 15 Sept. 1903.

22.3: 16 Sept. 1903 to 19 Oct. 1904.

26.3: 18 Oct. 1904 to 25 Sept. 1905.

29.1: 26 Sept. 1905 to 22 Feb. 1906.

29.2: 23 Feb. to 20 Oct. 1906.

32.1: 20 Oct. 1906 to 28 May 1907.

35.4: 29 May to 30 Nov. 1907.

32.2: 2 Dec. 1907 to 21 Aug. 1908.

38.1: 21 Aug. 1908 to 24 March 1909.

43.2: 24 March to 24 Nov. 1909.

41.4: 24 Nov. 1909 to 3 Oct. 1910.

47.3: 4 Oct. 1910 to 20 Sept. 1911.

50.3: 21 Sept. 1911 to 4 March 1912.

54.1: 4 March to 17 Sept. 1912.

54.2: 18 Sept. 1912 to 20 March 1913.

67.2: 20 March to 22 Sept. 1913.

67.3: 22 Sept. 1913 to 14 March 1914.

13.7: 17 March to 24 Sept. 1914. [Some volumes in Box 13 have water damage.]

64.7: 24 Sept. to 18 Dec. 1914.

Outgoing letters, 1889-1900:

61.2: Foreign letter book (to J. Garmeson and others), 1 Sept. 1889 to 27 July 1894. *Note:* Only 339 leaves used; apparently a fragment.

12.4: 7 Feb. to 24 Sept. 1900. *Note:* Only 131 leaves used.

Outgoing letters relating to advertising (many signed C. E. Roberts, manager), 1889-1905:

6.2: 27 March to 18 Nov. 1889; plus 1 letter, 18 Feb 1890.

6.3: 19 Nov. 1889 to 17 Feb. 1890.

6.1: 18 Feb. to Aug. 15 1890.

7.3: 19 Aug. 1890 to 28 Feb. 1891; plus 8 leaves of loose letters from other books.

6.4: 5 Oct. 1891 to 8 April 1892.

8.2: 11 April to 17 Nov. 1892.

6.5: 21 Nov. 1892 to 18 Sept. 1893.

8.3: 23 Sept. 1893 to 2 March 1894.

10.6: 31 July 1894 to 20 April 1895.

9.4: 22 April 1895 to 13 Jan. 1896.

20.2: 12 June 1902 to 31 July 1903.

22.2: 1 Aug. 1903 to 9 Aug. 1904.

26.1: 10 Aug. 1904 to 30 Sept. 1905.

## **IIa.ii. Other records**

*Note:* These records document payments and receipts of manuscripts and rights for material appearing in *Lippincott's Monthly* from 1868 to 1914.

Payment receipts for manuscripts & rights, 1860s-1914:

19.1: Receipts for payments for manuscripts & rights (2 folders) labeled "Novelettes published prior to 1900", mostly 1880s and 1890s,.

19.2: Miscellaneous receipts for payments for manuscripts & rights, 1860s to 1910s.

19.3: Miscellaneous receipts for payments for manuscripts & rights, 1860s to 1910s. *Note:* Originally loose in box.

19.7: Agreements and receipts for payments for manuscripts & rights (2 folders), 1890s to 1910s.

19.8: Receipts for payments for manuscripts & rights (2 folders), mostly 1899 to 1900. *Note:* A few earlier letters are inserted at front.

19.9: Receipts for payments for manuscripts & rights (alphabetical by author), 1901.

19.10: Receipts for payments for manuscripts & rights (3 folders, alphabetical by author), 1902.

14.9: Receipts for payments for manuscripts & rights (3 folders, alphabetical by author), 1903.

14.10: Receipts for payments for manuscripts & rights (in 3 folders, alphabetical by author), 1904.

19.11: Receipts for payments for manuscripts & rights (3 folders, alphabetical by author), 1905.

19.12: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1906.

19.13: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1907.

19.14: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1908.

14.11: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1909.

19.15: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1910.

19.16: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1911.

19.17: Receipts for payments for manuscripts & rights, (3 folders, alphabetical by author), 1912.

19.18: Receipts for payments for manuscripts & rights, (2 folders, alphabetical by author), 1913.

19.19: Receipts for payments for manuscripts & rights, (1 folder, alphabetical by author), 1914.

19.5: Receipts for payments for manuscripts & rights for works by Will Levington Comfort, 1904-1912. *Note:* Labeled "Short Story Receipts."

19.6: Receipts for payments for manuscripts & rights for works by Will Levington Comfort, 1907-1912. *Note:* Labeled "Novelette Receipts."

14.8(1): Manuscript purchase record for Evelyn Aldridge's "A One-Sided Honeymoon," accepted 11 May 1905.

#### Manuscript purchase cards, 1870s-1914:

93.3: Manuscript purchase cards (12 folders, alphabetical by author), 1870s to 1910s.

93.1: Manuscript purchase cards (6 folders, alphabetical by author), beginning ca. 1900.

93.2: Manuscript purchase cards (3 folders, alphabetical by author), beginning ca. 1906.

93.4: Manuscript purchase cards (5 loose cards).

#### Receipt books, 1899-1914:

V43: Receipt Book, 7 Dec. 1899 to 30 March 1903.

V41: Receipt Book, 30 June 1903 to 10 Dec. 1904.

V42: Receipt Book, 15 Dec. 1904 to 28 May 1906.

V40: Receipt Book, 8 June 1906 to 25 April 1910.

86.4: Receipt Book, 3 May 1910 to 5 Oct. 1914.

Manuscript payments record books, 1870-1911:

V31: Manuscript payments record book, 1870 to 1885.

14.1: Manuscript payments record book No. 1, 1 Jan. 1899 to 11 March 1902. *Note:* Consists of 2 sequences, probably of books and articles; at front is a list of “Novels Bought prior to 1899 – Unpublished January 1, 1909.”

V19: Manuscript payments record book No. 3 (chronological, with author index), 12 March 1907 to 15 Sept. 1911.

Original manuscripts & drawings:

88.1: Original manuscript (ca. 50 leaves) of Ouida’s “A Provence Rose.”

88.2: Original manuscript (ca. 20 leaves) of Chapter 2 of “Halle Harine”[?].

14.4: Original manuscript labeled “Blown Away” by Richard Mansfield May 20 - 1895 (Declined”); includes an original drawing signed “Marje ’95.”

14.5 Original manuscript (declined) of “Constantine: A Tale of Modern Greece” by George Horton, U. S. Consul, Athens, with 2 als dated 11 & 28 April 1896.

14.12: Correspondence with Ward, Lock & Co. regarding rights to Arthur Applin’s “The Woman Who Was Not,” with tls from WL&Co, 25 July 1917, and tlcc to WL&Co., 24 Aug. 1917.

14.13: Galley proofs of Arthur Applin’s “The Woman Who Was Not” in package from Ward, Lock & Co.

14.14: Duplicate galley proofs of Arthur Applin’s “The Woman Who Was Not” in package from Ward, Lock & Co.

14.2: 6 original drawings for a cartoon (no. 6 signed “W. M. Gooles”).

14.3: 3 slips with handwritten captions for 14.2.

## **IIb. Medical Periodicals**

*Note:* The Lippincott firm published the following medical periodicals: *International Medical Magazine* (from 1891), *Annals of Surgery* (from 1897), *American Journal of Nursing* (from 1900), and the *International Dental Journal*. For additional letters concerning subscriptions for these magazines, see the Manufacturing Department letter books.

### **IIb.i. Correspondence**

Outgoing correspondence concerning advertising for the *International Medical Magazine* (mostly signed by C. E. Roberts), 1891-1893:

6.6: 7 Nov. 1891 to 10 Oct. 1893.

Outgoing correspondence concerning advertising for Lippincott's other medical magazines (mostly signed by E. H. Kimball, advertising manager, and later William M. Hayes), 1902-1905:

20.1: 16 Oct. 1902 to 16 July 1903.

23.2: 16 July to 5 Sept. 1903.

23.3: 5 Sept. 1903 to 27 Jan. 1904.

25.1: 27 Jan. to 8 April 1904.

25. 2: 8 April to 2 Nov. 1904.

26.2: 31 Oct 1904 to 7 June 1905.

#### **I Ib.ii. Other records**

19.4: Certificates of copyright deposit for *Annals of Surgery*, Aug. to Dec. 1901

### **III. Lippincott's London Agency and other foreign correspondence**

*Note:* Lippincott's London Agency was opened at 10, Henrietta Street, Covent Garden, in 1875, and moved to 16, John St., Adelphi, early in the 20th century. The original director of the agency was Joseph Garmeson, who was succeeded by Arthur Milner about 1906, then H. G. Lown about 1922.

#### **IIIa. Correspondence**

Outgoing letters to Lippincott's London Agency, 1875-1895:

3.2: 16 July 1875 to 2 Jan. 1877.

5.2: 6 Jan. 1877 to 13 Dec. 1878. *Note:* See 3.10 for missing letter.

3.3: 16 Sept. 1881 to 2 Feb. 1886. *Note:* Leaves 52-94 (8 Sept. to 9 Dec.1886) from the next London letter book laid in.

5.3: 26 June 1888 to 11 July 1890. *Note:* See 3.3 for leaves 52-94.

5.4: 22 July 1890 to 12 July 1892. *Note:* See 3.10 for missing letter.

9.2: 21 July 1892 to 16 April 1895.

10.7: 25 Aug. 1894 to 27 Oct. 1896.



11.1: 30 Oct. 1896 to 3 March 1899. *Note:* One letter from Lippincott's London Agency (1890) laid in at front.

Letters to Lippincott's London Agency (chiefly editorial and relating to production; many signed by John N. Rawlings), 1899-1923:

12.1: 1 Dec. 1899 to 22 July 1902.

12.2: 25 July 1902 to 9 June 1905.

27.2: 13 June 1905 to 1 Sept. 1908.

40.6: 4 Sept. 1908 to 17 July 1912.

54.3: 19 July 1912 to 14 March 1916.

27.3: 15 March 1916 to 5 May 1921.

42.5: 4 May 1921 to 25 May 1923. [Water damage]

78.7: 28 May to 28 Nov. 1923. *Note:* Only 147 leaves used.

Outgoing letters to Lippincott's London Agency (chiefly relating to imports; mostly written by Horace S. Ridings), 1899-1921:

*Note:* These appear to continue earlier letters (1894-1899) in 10.7 and 11.1, see above.

13.1: 5 Dec. 1899 to 5 July 1904. [Some volumes in Box 13 have water damage.]

17.6: 12 July 1904 to 17 Aug. 1908.

40.5: 24 Aug. 1908 to 5 Aug. 1912.

54.4: 12 Aug. 1912 to 2 April 1918.

70.7: 2 April 1918 to 27 May 1921.

Incoming letters from Lippincott's London Agency, 1895-1936 (but see 11.1 for a single letter from 1890):

79.1: 28 Sept. 1895 to 27 Dec. 1897.

79.2: 1 Jan. 1898 to 30 Dec. 1899.

79.3: 3 Jan. 1900 to 22 March 1902.

79.4: 26 March 1902 to 24 Aug. 1904.

V92: 29 July 1904 to 17 Feb. 1906. [Water damage.]

80.1: 14 Feb. 1906 to 11 Jan. 1908. [Some volumes in Box 80 have water damage.]

80.2: 11 Dec. 1907 to 21 Nov. 1908. [Some volumes in Box 80 have water damage.]

V93: 26 Nov. 1908 to 16 Nov. 1909. [Water damage.]

V94: 20 Nov. 1909 to 10 Dec. 1910. [Water damage.]

80.3: 14 Dec. 1910 to 27 Feb. 1912. [Some volumes in Box 80 have water damage.]

80.4: 28 Feb. 1912 to 26 March 1913. [Some volumes in Box 80 have water damage.]

81.1: 2 April 1913 to 26 June 1914.

81.2: 16 June 1914 to 3 Feb. 1916.

81.3: 6 Jan. 1915 [i.e. 1916?], 27 Jan. 1916 to 14 Jan. 1918.

81.4: 2 Jan. 1918 to 5 Dec. 1919.

82.1: 8 Dec. 1919 to 27 Jan. 1922.

82.2: 3 Feb. 1922 to 27 Feb. 1923.

82.3: 1 Jan. 1924 to 25 Nov. 1924.

82.4: 27 Nov. 1924 to 28 July 1925.

83.1: 29 July 1925 to 29 Jan. 1926.

83.2: 1 Feb. to 28 May 1926.

83.3: 1 June to 17 Dec. 1926.

83.4: 4 Jan. to 27 Sept. 1927.

84.1: 4 Oct. 1927 to 1 May 1928.

V95: 1 June 1928 to 14 May 1929. [Water damage and mold.]

V96: 17 May to 31 Dec. 1929. [Water damage and mold.]

V2: 3 Jan. to 31 Oct. 1930.

85.1: 30 Sept. 1931 to 4 Nov. 1932.

85.2: 2 Oct. 1931 to 14 Sept. 1932.

V90: 20 Sept. 1932 to 22 Aug. 1933.

85.3: 24 Aug. 1933 to 28 June 1934.

V88: 3 July 1934 to 29 March 1935.

V89: 2 April to 31 Dec. 1935.

V91: 3 Jan. to 28 Sept. 1936.

Outgoing letters to other foreign correspondents, 1877-1921:

*Note:* Chiefly relating to imports; many letters in 5.1 are written by Henry H. Kimball (with a few to domestic correspondents included) and in the remaining volumes by Horace S. Ridings and Thomas H. Clagett.

5.1: 30 Aug. 1877 to 22 May 1893. *Note:* See 3.10 for missing letter; only 194 leaves used.

27.1: 9 Jan. 1905 to 9 Jan. 1911.

50.1: 10 Jan. 1911 to 28 Dec. 1914.

65.6: 28 Dec. 1914 to 19 Feb. 1919. *Note:* Only 575 leaves used.

70.6: 12 March 1919 to 18 Aug. 1921. *Note:* Only 201 leaves used.

### **IIIb. Other records**

V28: Foreign Invoices book, 1 Feb. 1895 to 30 Oct. 1899.

## **IV. MANUFACTURING DEPARTMENT**

### **IVa. Correspondence**

*Note:* Some volumes in this series of pressed letter books are labeled as belonging to the Manufacturing Department, though much of the business that they document from December 1899 has more to do with periodical subscriptions than manufacturing. Among the employees whose letters are recorded here are Alfred C. Balch, M. Blair, Frederic L. Colver, William F. Dowell, "M.S." (unidentified), and W. S. Sears[?].

11.7: 7 Jan. to 12 April 1899.

11.8: 13 April to 14 Aug. 1899.

11.3: 2 December 1899 to 27 Jan. 1900.

16.1: 27 Jan. to 30 April 1900.  
16.2: 1 May to 7 Sept. 1900.  
16.3: 7 Sept. to 27 Nov. 1900.  
16.4: 27 Nov. 1900 to 22 Feb. 1901.  
16.5: 23 Feb. to 5 Aug. 1901.  
18.1: 5 Aug. to 29 Nov. 1901.  
18.2: 29 Nov. 1901 to 10 March 1902.  
18.3: 10 March to 28 July 1902.  
18.4: 28 July to 6 Nov. 1902.  
20.4: 8 Nov. 1902 to 12 Feb. 1903.  
20.5: 12 Feb. to 26 May 1903.  
23.4: 26 May to 31 Aug. 1903.  
23.5: 31 Aug. to 4 Nov. 1903.  
23.6: 4 Nov. to 30 Dec. 1903.  
25.3: 30 Nov. 1903 to 18 Feb. 1904.  
25.4: 18 Feb. to 13 April 1904.  
22.4: 13 April to 30 June 1904.  
25.5: 30 June to 19 Sept. 1904.  
22.5: 19 Sept. to 18 Nov. 1904.  
26.4: 18 Nov. 1904 to 9 Jan. 1905.  
26.5: 8 Jan. to 24 Feb. 1905.  
28.1: 23 Feb. to 12 April 1905.  
28.2: 12 April to 13 June 1905.  
28.3: 13 June to 8 Sept. 1905.

28.4: 8 Sept. to 28 Oct. 1905.  
28.5: 28 Oct. to 15 Dec. 1905.  
29.4: 15 Dec. 1905 to 3 Feb. 1906.  
33.1: 3 Feb. to 28 March 1906.  
29.5: 25 March to 8 June 1906.  
29.6: 8 June to 12 Sept. 1906.  
33.2: 12 Sept. to 14 Nov. 1906.  
32.3: 14 Nov. 1906 to 7 Jan. 1907.  
35.1: 7 Jan. to 1 March 1907.  
35.2: 1 March to 8 May 1907.  
36.1: 8 May to 28 Aug. 1907.  
35.3: 22 Aug. to 2 Nov. 1907.  
36.2: 2 Nov. to 13 Dec. 1907.  
32.5: 13 Dec. to 20 Dec. 1907.  
32.4: 21 Dec. 1907 to 7 Feb. 1908.  
36.3: 7 Feb. to 25 March 1908.  
37.1: 25 March to 25 May 1908.  
37.2: 25 March to 19 Aug. 1908.  
37.3: 19 Aug. to 28 Oct. 1908.  
36.4: 27 Oct. to 14 Dec. 1908.  
37.4: 14 Dec. to 2 Feb. 1909.  
44.1: 2 Feb. to 1 April 1909.  
44.2: 18 June to 7 Sept. 1909.  
43.1: 1 April to 18 June 1909.

43.3: 8 Sept. to 26 Oct. 1909.  
43.4: 26 Oct. to 12 Dec. 1909.  
44.3: 11 Dec. 1909 to 31 Jan. 1910.  
47.1: 31 Jan. to 15 March 1910.  
44.4: 16 March to 7 May 1910.  
48.1: 7 May to 29 June 1910.  
47.2: 29 June to 23 Aug. 1910.  
48.2: 23 Aug. to 12 Oct. 1910.  
48.3: 13 Oct. to 23 Nov. 1910.  
44.5: 23 Nov. 1910 to 10 Jan. 1911.  
49.1: 10 Jan. to 17 Feb. 1911.  
38.2: 17 Feb. to 1 April 1911.  
51.1: 1 April to 10 May 1911.  
47.4: 10 May to 29 May 1911.  
49.2: 29 May to 16 June 1911.  
49.3: 15 June to 10 July 1911.  
51.2: 7 July to 4 Aug. 1911.  
49.4: 4 Aug. to 24 Aug. 1911.  
49.5: 24 Aug. to 9 Sept. 1911.  
47.5: 9 Sept. to 25 Sept. 1911.  
51.3: 25 Sept. to 5 Oct. 1911.  
38.3: 6 Oct. to 18 Oct. 1911.  
51.4: 18 Oct. to 27 Oct. 1911.  
48.4: 27 Oct. to 7 Nov. 1911.

47.6: 7 Nov. to 17 Nov. 1911.  
51.5: 18 Nov. to 29 Nov. 1911.  
48.5: 29 Nov. to 11 Dec. 1911.  
49.6: 12 Dec. to 19 Dec. 1911.  
48.6: 19 Dec. to 29 Dec. 1911.  
38.4: 29 Dec. 1911 to 11 Jan. 1912.  
57.1: 11 Jan. to 22 Jan. 1912.  
56.1: 22 Jan. to 31 Jan. 1912.  
56.2: 1 Feb. to 12 Feb. 1912.  
57.2: 13 Feb. to 23 Feb. 1912.  
56.3: 23 Feb. to 8 March 1912.  
57.3: 6 March to 20 March 1912.  
57.4: 20 March to 1 April 1912.  
58.1: 1 April to 13 April 1912.  
56.4: 13 April to 29 April 1912.  
51.6: 29 April to 13 May 1912.  
57.5: 13 May to 31 May 1912.  
56.5: 31 May to 24 June 1912.  
57.6: 24 June to 23 July 1912.  
58.2: 23 July to 19 Aug. 1912.  
58.3: 19 Aug. to 11 Sept. 1912.  
38.5: 11 Sept. to 30 Sept. 1912.  
56.6: 30 Sept. to 18 Oct. 1912.  
57.7: 18 Oct. to 5 Nov. 1912.

58.4: 5 Nov. to 25 Nov. 1912.

58.5: 25 Nov. to 13 Dec. 1912.

56.7: 13 Dec. 1912 to 2 Jan. 1913.

33.3: 2 Jan. to 23 Jan. 1913.

60.1: 22 Jan. to 10 Feb. 1913.

67.1: 10 Feb. to 5 March 1913.

39.6: 5 March to 26 March 1913.

59.1: 26 March to 14 April 1913.

59.2: 14 April to 3 May 1913.

33.4: 3 May to 20 May 1913.

59.3: 20 May to 6 June 1913.

59.4: 6 June to 26 June 1913.

59.5: 26 June to 15 July 1913.

33.5: 14 July to 31 July 1913.

59.6: 31 July to 21 Aug. 1913.

59.7: 21 Aug. to 15 Sept. 1913.

58.6: 16 Sept. to 6 Oct. 1913.

59.8: 6 Oct. to 20 Oct. 1913.

33.6: 20 Oct. to 4 Nov. 1913.

58.7: 4 Nov. to 15 Nov. 1913.

64.1: 14 to 28 Nov. 1913.

39.7: 25 Nov. to 12 Dec. 1913.

60.2: 13 Dec. to 31 Dec. 1913.

13.6: 31 Dec. 1913 to 21 Jan. 1914. [Some volumes in Box 13 have water damage.]



66.1: 21 Jan. to 10 Feb. 1914.  
66.2: 10 Feb. to 7 March 1914.  
66.3: 6 March to 2 April 1914.  
64.2: 2 April to 5 May 1914.  
66.4: 5 May to 6 June 1914.  
66.5: 6 June to 3 July 1914.  
65.1: 3 July to 5 Aug. 1914.  
64.3: 5 Aug. to 8 Sept. 1914.  
65.2: 8 Sept. to 9 Oct. 1914.  
64.4: 10 Oct. to 18 Nov. 1914.  
65.3: 18 Nov. to 28 Dec. 1914.  
66.6: 28 Dec. 1914 to 2 Feb. 1915.  
68.6: 2 Feb. to 8 March 1915.  
69.1: 8 March to 17 April 1915.  
68.7: 17 April to 23 July 1915, plus separate section for 21 April & 3 Aug. 1915.  
68.8: 23 July 1915 to 22 Feb. 1917.  
70.1: 26 Feb. 1917 to 2 Oct. 1919.  
70.2: 6 Oct. to 11 Feb. 1921.  
70.3: 28 Feb. 1921 to 8 Nov. 1923. *Note:* Only 371 leaves used.

#### **IVb. Account books and other records**

Sales Books, 1905-1937:

V60: Sales Book No. 4, 6 Jan. 1905 to 30 June 1909.

V61: Sales Book No. 5, 7 July 1909 to 31 July 1913.

V59: Sales Book No. 6, 5 Aug. 1913 to 30 June 1917.

V58: Sales Book No. 7, 3 July 1917 to 30 Sept. 1923.

V80: Sales Book No. 8, 9 Oct. 1923 to 3 Feb. 1937.

V99: Job Order Book, 31 Jan. 1925 to 21 Oct. 1929.

Inventories, 1950-1956:

V23: Inventory of Book Stock, Paper, etc., 31 Dec. 1950.

V24: Inventory of Book Stock, Paper, etc., 31 Dec. 1951.

V25: Inventory of Book Stock, Paper, etc., 31 Dec. 1952.

V26: Inventory of Book Stock, Paper, etc., 31 Dec. 1953.

V20: Inventory of Book Stock, Paper, etc., 31 Dec. 1954.

V21: Inventory of Book Stock, Paper, etc., 31 Dec. 1955.

V22: Inventory of Book Stock, Paper, etc., 31 Dec. 1956.

Records relating to printing plates:

V27: Plate Book, ca. 1900.

Box 87: 32 electrotype plates, mounted on wooden blocks, for "Ironmaking in Pennsylvania."

Production records, ca. 1900-1930s:

V85: Production cards (alphabetical by title, M to S), ca. 1900 to 1930. *Note:* In a wooden file drawer labeled "3."

90.15: Miscellaneous loose production cards (see V85 above), many with titles beginning with "O."

Box 74: Book Cost & Record cards, 1920s-1930s. *Note:* Now rehoused in 6 folders in 2 manuscript boxes, 74A & 74B; original box labeled "Book Cost & Record Cards 1921-1939 1 of 1."

14.8(2): Composition Order for Annie Isabel Robertson's "Guide to Literature of Homer" and "Family Life," 29 Aug. 1923.

## **V. SALES DEPARTMENT**

### **Va. Correspondence**

Outgoing letters relating to sales to the trade (many signed by Henry H. Kimball), 1884-1888:

4.3: 7 Aug. 1884 to 11 Dec. 1888.

Outgoing letters relating to sales to individuals and non-trade accounts (many signed by G. H. Newton or, from 1910, by "Miss Miller"), 1907-1912:

15.2: 30 Aug. to 6 Nov. 1907. [Water damage]

15.3: 24 Nov. 1908 to 2 Feb. 1909. *Note:* Labeled on front free end paper "Mr. Newton, Encyclopedia Dept." [Water damage]

45.1: 25 Feb. to 2 May 1910.

45.2: 3 May to 18 July 1910.

45.3: 19 July to 5 Nov. 1910.

15.4: 7 Nov. 1910 to 23 March 1911. [Water damage]

50.4: 23 March to 22 Sept. 1911.

50.5: 22 Sept. 1911 to 2 Feb. 1912.

Outgoing letters from the Educational Department (many signed "Ro." and "H.P.," both unidentified), 1910-1914:

46.5: 17 June 1910 to 13 Jan. 1911.

60.6: 25 March to 16 July 1913.

60.7: 17 July to 4 Nov. 1913.

67.7: 5 Nov. 1913 to 20 Feb. 1914.

66.8: 21 Feb. to 10 July 1914.

46.6: School & College Quotations letters, (many signed by W. M. Lednum or "B."), 17 March 1910 to 27 Nov. 1912. *Note:* Only 28 leaves used.

46.3: Letters regarding the "Historical Tales" (many signed by W. M. Lednum), 1 Nov. 1910 to 29 Oct. 1913. *Note:* Only 191 leaves used.

## **Vb. Account books and other records**

V81: Sales ledger, vol. 1 (jobbers), 1 Jan. 1907 to 30 Dec. 1910.

V87: Sales ledger, vol. 2 (bookstores and individuals), 1 Jan. 1907 to 30 Dec. 1910.

Salesmen's Commissions records:

V68: 5 Oct. 1938 to 2 Dec. 1940.

V67: 9 Dec. 1940 to 8 Dec. 1942.

V69: 5 Jan. 1943 to 7 Feb. 1946.

V97: Sales of medical books to doctors, 1941 to 1943.

53.4: Miscellaneous material: 6 typed file cards for a presentation regarding the new 1956 edition of 9v. series of a science textbook; 3 blank file cards; shipping label from George Banta Company.

## **VI. BUSINESS DEPARTMENT**

### **VIa. Correspondence**

Outgoing letters from Thomas P. Bacon (director), 1899-1913:

12.5: 2 Dec. 1899 to 18 April 1901.

13.3: 22 April 1901 to 4 Aug. 1904. [Some volumes in Box 13 have water damage.]

13.4: 5 Aug. 1904 to 10 Oct. 1913. [Some volumes in Box 13 have water damage.]

*Note:* Letters for 13 Oct. 1913 to 13 Oct. 1914 are on the first 32 leaves of 75.2.

Outgoing letters from Allen B. Clement (attorney), 1907:

34.1: 16 Jan. to 16 Dec. 1907, plus 1 receipt 9 Aug. 1908. *Note:* Only 49 leaves used.

### **VIb. Account books and other records**

Private account books:

61.1: Private journal of Joshua B. Lippincott, 28 Feb. 1853 to 31 Dec. 1885.

V36: Private journal of J. B. Lippincott & Co., 4 Oct. 1856 to 22 April 1869.

V38: Private cash ledger, for partners (J. B. Lippincott, Edmund Claxton, George Remsen), July 1855 to Nov. 1879.

Inventory and valuation books:

*Note:* For inventories of book stock, paper, etc., 1950-1956, see V20-V26 in the Manufacturing Department series above.

V37: Inventory book, 31 Jan. 1888.

V32: Valuation Book (Plates, Stamps, Authors Rights, Furniture & Fixtures), 1917 to 1934.

General Journals, 1906-1947:

V48: General Journal No. 2, Nov. 1906 to Dec. 1909.

V49: General Journal No. 4, May 1913 to Nov. 1916.

V50: General Journal No. 5, Nov. 1916 to April 1920.

V51: General Journal No. 8, Feb. 1927 to Dec. 1928.

V52: General Journal No. 9, Jan. 1929 to Dec. 1930.

V53: General Journal No. 10, Jan. 1931 to Dec. 1932.

V54: General Journal No. 11, Jan. 1933 to Feb. 1935.

V55: General Journal No. 12, March 1935 to Dec. 1937.

V56: General Journal No. 13, Jan. 1938 to June 1940.

V57: General Journal No. 14, July 1940 to August 1942.

V46: General Journal No. 16, Sept. 1942 to Dec. 1944.

V47: General Journal No. 17, Jan. 1945 to Oct. 1947.

Cash Receipts journals, 1908-1947:

V13: Cash Receipts, 17 Oct. 1908 to 25 Feb. 1910.

V16: Cash Receipts, 28 Feb. 1910 to 31 July 1911.

V12: Cash Receipts, 12 Dec. 1914 to 14 Aug. 1916.

V11: Cash Receipts, 2 Jan. 1928 to 20 May 1938. [Water damage.]

V10: Cash Receipts, 23 May 1938 to 31 Dec. 1942.

V9: Cash Receipts, 4 Jan. 1943 to 31 March 1947.

Cash Collections records, 1938:

V79: Cash Collections, 1 July to 30 Dec. 1938.

Cash Disbursements records, 1910-1945:

- V8: Cash Disbursements, 20 Oct. 1910 to 22 July 1913.
- V7: Cash Disbursements, 22 July 1913 to 7 Sept. 1916.
- V6: Cash Disbursements, 8 Sept. 1916 to 29 Nov. 1919.
- V14: Cash Disbursements, 20 April 1931 to 27 Nov. 1934.
- V15: Cash Disbursements, 3 Dec. 1934 to 22 Oct. 1937.
- V5: Cash Disbursements, 22 Oct. 1937 to 3 May 1940.
- V4: Cash Disbursements, 3 May 1940 to 24 Aug. 1942.
- V3: Cash Disbursements, 24 Aug. 1942 to 31 May 1945.

Records relating to stamps, 1923:

- 14.6: Printed forms recording “Stamps Required,” 13 Nov. to 19 Nov. 1923, and “Record of Stamps Used Daily,” 19 Oct to 3 Dec. 1923.
- 14.7: Scrap slips written in pencil, apparently recording the use of postage stamps in 1923.

Voucher Registers, 1927-1944:

- V78: Voucher Register, 1927 to 1931.
- V62: Voucher Register, Jan. 1942 to Nov. 1944.

Pay Roll records, 1937-1958:

- V84: Pay Roll, 10 Jan. 1937 to 19 Dec. 1942. **[CLOSED TO RESEARCHERS UNTIL 1 JANUARY 2018.]**
- V65: Pay Roll, 9 Jan. 1943 to 20 Dec. 1946. **[CLOSED TO RESEARCHERS UNTIL 1 JANUARY 2022.]**
- V83: Pay Roll, 10 Jan. 1947 to 22 Dec. 1949. **[CLOSED TO RESEARCHERS UNTIL 1 JANUARY 2025.]**
- V66: Pay Roll, 10 Jan. 1950 to 22 Dec. 1952. **[CLOSED TO RESEARCHERS UNTIL 1 JANUARY 2028.]**
- V64: Pay Roll, 9 Jan. 1953 to 20 Dec. 1957. **[CLOSED TO RESEARCHERS UNTIL 1 JANUARY 2033.]**

V63: Pay Roll, 10 Jan. to 25 June 1958. **[CLOSED TO RESEARCHERS UNTIL 1 JULY 2033.]**

Historical material:

90.16: Photograph of the officers of J. B. Lippincott Co. at E. Washington Square building, ca. 1905-06.

90.17: "A Brief History of J. B. Lippincott Company" (2-page, typed manuscript, with autograph corrections), ca. 1960.

## VII. FREDERICK A. STOKES COMPANY

*Note:* This firm, founded in 1881 as White & Stokes, was acquired by J. B. Lippincott Co. in 1941.

V33: Summary Record of Sales, May 1881 to Aug. 1941.

V34: Monthly Balances Book, Jan. 1914 to March 1925.

V17: Manufacturing record for books published, April 1918 to Oct 1922, and imported, Nov. 1925 to July 1928.

V1: Bound printed forms of orders for dust wrappers, 5 Jan. 1929 (No. 1152) to 31 Dec. 1936 (No. 2509).

V39: Record of Stocks & Bonds Owned, 1936 to 1940.

V45: Record of advertising in circulars, Jan. 1936 to Oct. 1941.

V44: Sales Journal, 1 Jan. 1941 to Feb. 1945.

## VIII. PRINTED MATERIALS

Circa 50 shelf feet of printed volumes, chiefly the publications of the Lippincott firm, but a few from other firms including F. A. Stokes Co. and Grigg & Elliott. Included are *Lippincott's Magazine* (1868 to 1880, plus miscellaneous single issues), *Annals of Surgery* (1885 to 1922, *ex libris* PA. R. R. R. D. and the Philadelphia County Medical Society), 5 editions of *Lippincott's Pronouncing Biographical Dictionary*, 8 editions of *Lippincott's Pronouncing Gazetteer of the World*, various volumes from the *Variorum Shakespeare* (in original wrapping), Lippincott catalogs from 1940s to 1970s, and ca. 19 feet of miscellaneous publications (many from the 1850s-1860s) in publisher's presentation leather bindings.

## IX. MISCELLANEOUS

*Note:* Listed here are loose letters and fragments of pressed letter books that have presumably been separated from those listed above.

3.10: Folder of loose letters, all but two from pressed letter books, 1870s to 1890s; one back board. See 2.1, 4.7, 5.1, 5.2, 5.3, 61.9.

4.11: Folder of loose material including parts of indexes: A-B, with Edw. P. Anderson on 132-145-173 1/2; A only, with Joseph Albree on 80-193-400 (in WSW hand); B-T, with Waitman Barbe on 50-60-76-118-172.

9.9 Folder of loose material: three indexes (1: Miss Annie W. Ayer on 123-129-186-205; 2: Mrs. Atherton on 108-110-176-296-356, etc.; 3: Mrs. Atherton on 11-306-696-828-etc.); several letters, dated 1892; and the front cover to *Lippincott's Magazine* letter book #16 (see 8.1).