

Finding Aid for Accession # 2006-26

Jennifer Thompson

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LIS 625-2

Management of Archives and Special Collections

Professor Flemming

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Overview of the Records:

Creator: The Explorers Club Research Collections
Title: The Inner Workings of the Explorers Club: An Administrative Collection
Inclusive Dates: 1975-1996
Bulk Dates: 1985-1995
Quantity: 15 linear inches
Accession No.: 2006-26

Repository:

The Explorers Club
Research Collections
46 East 70th Street
New York, NY 10021
Tel: 212-628-8383
E-mail: collections@explorers.org

Custodial History:

The Inner Workings of the Explorers Club: An Administrative Collection was housed in the Explorers Club's Research Collections as an unprocessed group. The Explorers Club Curator of Research Collections, Clare Flemming, brought this collection as a part of a larger collection from the Explorers Club archive to Pratt Institute's School of Information and Library Science during the fall of 2006. At Pratt, Clare Flemming's class, LIS 625-2, Management of Archives and Special Collections, processed the collection as a part of their class work. This particular collection was processed by Jennifer Thompson, a student in LIS 625-2.

Access Restrictions:

This collection is open for research (may be amended by the Curator of Research Collections - see **Note**).

Copyright:

Copyright is retained by The Explorers Club.

Preferred Citation:

item, folder title, box number, The Inner Workings of the Explorers Club: An Administrative Collection, The Explorers Club Research Collections, The Explorers Club

Biographical/Historical Note:

The Explorers Club was founded in New York City in 1904. The Explorers Club is both a meeting place and a lecture hall for scientists, explorer members and the general public. The Explorers Club is committed to promoting exploration of the universe and advancing research in the sciences. The Research Collections materials are held in one of three places: the James B. Ford Library, Sir Edmund Hillary Map Room, or the Explorers Club archives. The Research Collection focuses on historical material, and its holdings include books, maps, film, manuscripts and photographs.

This collection originated as part of a larger collection brought to Pratt Institute by the Curator of Research Collections at the Explorers Club, Clare Flemming. The en-masse collection that was received by the fall 2006 LIS 625-2 class included a mixture of materials - administrative papers, photographs, correspondence, et al.

Scope and Content Note:

This particular collection, the Inner Workings of the Explorers Club: An Administrative Collection, includes administrative papers and correspondence as well as miscellaneous materials. The collection includes materials from 1975-1996, with the majority of the collection falling between 1985 and 1995. Much of the paperwork came from the Janet Baldwin period, the former librarian of the Explorers Club. The majority of the collection is comprised of legal and presidential correspondence that is either intra-office or between the legal/presidential offices and another member of the club. The administrative paperwork includes programs of lectures, invitations of events to club members, copyright registration materials, information about the club's possessions, membership information, meeting minutes, annual reports and a large amount of paperwork that should be discarded by the Research Collections. There are also photographs, a tape recorder (with a tape) and a planning handbook in the collection.

Series Statements:

Collection Outline:

Series 1: Lecture Series and Events Materials at the Explorers Club. 1984-1995. 1/2 of a document box. 2.5 linear inches. Chronologically arranged within folders.

Series 1 contains materials for numerous lecture series, events and dinners held by and/or at the Explorers Club. Included in this series are letters of the events, resumes, lists of expenses, menus at the events, samples of regret and rejection letters for events from club members and information on the Library Committee. The series is made up of letters, faxes, messages, notes, agendas and planned financing for the events. Among letters of interest are letters from President John C.D. Bruno and the resume of Robert Godfrey, filmmaker and author of *Sherpa*.

Series 2: Copyright Materials. 1975-1981. 1/4 of a document box. 1.25 linear inches. Chronologically arranged within folders.

Series 2 contains copyright materials for the Explorers Club publication titled The Explorers Journal. Included in this series are blank applications for a claim to copyright, filled-out applications for a claim to copyright and for copyright registration for a non-dramatic literary work, correspondence to and from the copyright office (both originals and copies), announcement of changes in regular material and certificates of copyright registration. Attached to some of the correspondences are post office receipts. Also, there is an application sample from the copyright office titled "The Happy Hooper."

Series 3: Membership and Provenance Information. 1982-1995. 1/4 of a document box. 1.25 linear inches. Chronologically arranged within folders.

Series 3 contains information about the Explorers Club members, general membership information and the provenance information. It includes correspondence regarding placement of possessions belonging to the Explorers Club and general membership information such as lists of members, requests and dues inquiries. Among items of provenance interest are copies of wills, an Illustrated Tour of the Lowell Thomas Building via slide description and a list of Loaned Items to the British Chapter. There are also two copies of membership applications that are undated, criteria for membership memorandum, and lists of requests for resignation, reinstatement and candidates for membership. One of the folders is dedicated to the memorial funds of two members of the Club - Carl Von Hoffman and David Halsey.

Series Statements (continued)

Series 4: Office Work of the Explorers Club. 1975-1996. 3/4 of a document box. 3.75 linear inches. Chronologically arranged within folders.

Series 4 contains the meat of the collection. Among the most important aspects are the meeting minutes of three different groups, annual reports from 1975-1996, legal correspondence and presidential correspondence. There is an example of the wine label for the Explorer's Club Wine. The folder for the Club Wine also includes some legal correspondence as well as some presidential correspondence to Presidents John C.D. Bruno and John Loret. Correspondences regarding the Clarence Tillenius Exhibition also include correspondences from former President John M. Levinson and John C.D. Bruno. Of interest to researchers: included in this series is an in-depth look into the legal case "Seldon v. Bruno." The Presidential correspondences include letters to and from former Presidents John C.D. Bruno, George V.B. Cochran, John M. Levinson, David H. Swanson and John Loret. One item of interest: a fax from Sir Edmund Hillary.

Series 5: Miscellaneous. 1986-1987. 1/4 of a document box. 1.25 linear inches. Arrangement varies.

Series 5 contains miscellaneous materials from this mostly administrative collection. Included in Series 5 are a tape recorder, with tape, and a small spiral notebook with anonymous handwriting. There are also five photographs and an Explorers Club Planning Handbook.

Series 6: Junk! 1975-1996. 1 document box. 5 linear inches. Arrangement varies.

The final series of the collection contains papers that are non-valuable and uninteresting to the history of Explorers Club. Upon inspection by the Curator of Research Collections, this series should be recycled or shredded as this material does not have enduring value for a researcher.

Container Listings:

Container 1:

Series 1: Lecture Series and Events Materials at the Explorers Club

Folder 1: The Explorers Club/Ecuador Debt for Exploration and Science Project. March-October 1991.

Folder 2: The Airing of Sherpa. September 1987- February 1988.

Folder 3: 1990 Honoring Corporate Members Gala. November 1989-January 1990.

Folder 4: The Explorers Club Field Day. June 1984- October 1988.

Folder 5: Lecture Series and Dinners. April 1985- February 1995.

Series 2: Copyright Materials

Folder 6: Copyright Materials 1975-1978.

Folder 7: Copyright Materials 1979-1981.

Series 3: Membership and Provenance Information

Folder 8: The Explorers Club Provenance. June 1983- June 1995.

Folder 9: Membership Information. September 1988- April 1995.

Folder 10: Memorial Funds

Separated into two sections within the folder:

Carl Von Hoffman. July 1982.

David Halsey. July 1983- November 1984.

Folder 11: The Explorers Club Death and Obituary Information on Members

Container 2:

Series 4: Office Work of the Explorers Club

Folder 1: The Explorers Club Wine Information

Folder 2: Clarence Tillenius Exhibition Letters and Correspondence

Folder 3: The Explorers Club Board of Directors, Executive Committee's and Library Committee's Meeting Minutes

Folder 4: Annual Reports 1975-1996

Folder 5: Legal Correspondence

Folder 6: Presidential Correspondence

Container Listings (continued)

Series 5: Miscellaneous

Folder 7: Tape Recorder and Small Spiral Notebook

Item 1: Olympus Pearlcor S900 Microcassette [sic] recorder with tape

Item 2: Small spiral notebook with anonymous writing

Folder 8: Photographs

* Five photographs in total.

* Two photos of nature, dated on back of photos:

8-30-87 36

and

Oct. 20 87

* Three Polaroid photos, not dated. Included are two photographs of a stool and one photograph of a bust of a man.

Folder 9: The Explorers Club Expeditions Planning Handbook

Item 1: The following is the information give on the front page of the handbook:

Expeditions Planning Handbook: A Compilation of Notes Presented in the Expeditions Seminar

1st November 1986

Explorers Club

Published by Max Gallimore, Chairman, Expeditions Seminar

Edited by Michael A. Byers

Container 3:

Series 6: Junk!

Folder 1: Junk # 1

Folder 2: Junk # 2

Folder 3: Junk # 3

Folder 4: Junk # 4

Folder 5: Junk # 5

Folder 6: Junk # 6

Note:

At the discretion of the Curator of Research Collections, Clare Flemming may want to restrict certain sections of Series 3. This series contains information regarding provenance of the collections and she may want to retain privacy for these items. Also, some of the member information, such as addresses, phone numbers, etc., may want to be restricted at some level. However, this is solely the decision of Clare Flemming.