

SFMOMA Library & Archives  
151 Third Street  
San Francisco, CA 94103

**Finding Aid to the Research Library Records, 1940-1968, bulk 1950-1968**

Collection Number: ARCH.ADM.007

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Finding Aid written by: Dayna Holz

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## **COLLECTION SUMMARY**

### **Collection Title**

San Francisco Museum of Art, Research Library records, 1940-1968, bulk 1950-1968

### **Collection number**

ARCH.ADM.007

### **Creator**

San Francisco Museum of Art

### **Extent**

4 linear feet (4 cartons)

### **Repository**

SFMOMA Library & Archives  
151 Third Street  
San Francisco, CA 94103

### **Abstract**

The Research Library collection consists of materials relating specifically to the maintenance and management of the San Francisco Museum of Art Research Library, primarily under the direction of its first professional librarian, Anneliese Hoyer. Also includes a small set of records relating to Hoyer's curatorial duties.

### **Language**

Records are primarily in English, with some German.

### **Physical location**

Collection is housed in the SFMOMA Archives.

## **INFORMATION FOR RESEARCHERS**

### **Access and use restrictions**

Collection is available for use. Some materials are restricted for confidentiality or condition. Contact SFMOMA Archives.

### **Publication information**

All requests for permission to publish should be directed to the SFMOMA Archivist.

### **Preferred citation**

[Identification of item], [box year and folder title], Research Library, 1940-1968, Administrative Records, San Francisco Museum of Modern Art Archives.

### **Access points**

#### Topical Subjects

Art appreciation—Study and teaching—California--San Francisco  
Art museums—Educational aspects  
Art museums—Employees  
Art museums and community—California—San Francisco  
Museum libraries  
Museums—Curatorship

#### Corporate Names

San Francisco Museum of Art  
San Francisco Museum of Modern Art  
San Francisco Museum of Art—Archives  
San Francisco Museum of Art—History—Sources  
San Francisco Museum of Art—Records and correspondence

### **Related materials**

SFMOMA Archives Office of the Director Records, 1935-1958  
SFMOMA Archives Office of the Director Records, 1959-1965  
SFMOMA Archives Office of the Director Records, 1966-1972  
SFMOMA Archives Exhibition Records

## **ADMINISTRATIVE INFORMATION**

### **Acquisition**

Institutional records generated by SFMA or collected by SFMA staff in the performance of work duties.

### **Level of description**

Records are described at the carton level. Some records are described at the folder or item level.

### **Processed by**

Dayna Holz, 2007-2008.

## **SCOPE AND CONTENT NOTE**

The Research Library collection consists of materials relating specifically to the maintenance and management of the San Francisco Museum of Art Research Library, primarily under the direction of its first professional librarian, Anneliese Hoyer. Though her responsibilities evolved over the eighteen years she spent at the Museum, Hoyer served dual roles for most of her time at the Museum as the Librarian and as the Curator of Prints and Drawings. Only a small set of records relating to her curatorial duties are extant, and are included as a series within the Research Library records because of her consistent affiliation with the department.

The collection is divided into three series, based on the original arrangement of the materials. The Research Library and Slide Library were functionally distinct entities within the Museum, though they were generally maintained by the same staff member. The Research Library series contains correspondence and materials related predominately to collection development, research requests, library maintenance, and the exchange program with other museums and art centers.

Records from the Slide Library include correspondence related to producing, reproducing, selling, buying, borrowing, and lending slides. The small group of Curatorial Records from Hoyer contains her notes on print research and scholarly lectures or writing, but does not include records related to specific exhibitions.

## **SERIES DESCRIPTION**

### **SERIES 1: RESEARCH LIBRARY, 1945-1968**

Cartons 1-3

Subseries and files within each subseries are arranged alphabetically.

Includes records generated by Anneliese Hoyer, Librarian and Curator of Prints and Drawings, in her capacity as Librarian of the SFMA. Files relate to managing the library through the exchange program, orders of library materials, correspondence with other museums and cultural institutions, arranging educational programs, and handling reference inquiries.

#### **SUBSERIES 1.1: Library Management, 1948-1967**

Carton 1, folders 1-9

A small group of files related to the maintenance and management of the library.

#### **SUBSERIES 1.2: Library Correspondence, 1945-1965**

Carton 1, folders 10-41; Carton 2, folders 1-26

Primarily correspondence sent from or to Hoyer. Correspondence topics include: borrowing and reproducing slides; buying, exhibiting, and borrowing prints; arranging museum visits; educational programs including lectures, the Rental Gallery, and a lecture series at the Richmond Public Library; library orders, gifts, magazine subscriptions, reference inquiries, and volunteers.

There is some 1959 correspondence from and to Grace Morley in New York, after her retirement from the SFMA. See also *Office of the Director Records, 1935-1958* (ARCH.ADM.001), *Office of the Director Records, 1959-1965* (ARCH.ADM.004), and *Office of the Director Records, 1966-1972* (ARCH.ADM.005), "Library" files.

#### **SUBSERIES 1.3: Exchange Correspondence, 1950-1968**

Carton 3, folders 1-28

Contains correspondence with exchange partners regarding sending and receiving catalogues. Includes correspondence from cultural institutions to directors Morley, Culler, and Nordland, with notes requesting that the institutions be added to the exchange list. See also *Office of the Director Records, 1935-1958* (ARCH.ADM.001), "Exchange" files.

Hoyer's original alphabetical filing system was retained for library and exchange correspondence. Documents are filed alphabetically according to one or more of the following methods: city, state, name of institution, portion of name of institution, or last name of correspondent.

For example:

- Museum of Fine Arts, Houston – filed in "H" for Houston
- University of Maryland – filed in "M" for Maryland
- National Gallery of Victoria – filed in "M" for Melbourne, Australia and in "V" for Victoria
- National Gallery of Canada – filed in "N" for National
- Library of Congress – filed in "C" for Congress and "L" for Library
- Norwegian National Gallery – filed in "O" for Oslo

### **SERIES 2: SLIDE LIBRARY, 1940-1968**

Carton 4, folders 1-39

Files are arranged alphabetically.

Contains correspondence related to producing, reproducing, selling, buying, borrowing, and lending slides. Files with “exhibition slides” in the title refer to slides produced, sold, and requested for specific exhibitions. Files with “permanent collection” in the title refer to slides produced, sold, lent, or requested for images of objects in the Museum’s permanent collection. Records related to the lecture programs contain correspondence regarding slides used to illustrate lectures – in the Museum and at other venues, often borrowed by speakers and educators.

Files range in date from 1940-1968; records from 1950-1968 were primarily created by Anneliese Hoyer, Librarian. See also *Office of the Director Records, 1935-1958* (ARCH.ADM.001), *Office of the Director Records, 1959-1965* (ARCH.ADM.004), and *Office of the Director Records, 1966-1972* (ARCH.ADM.005), “Reproductions: Slides” and “Library: Slide Library” files.

**SERIES 3: CURATORIAL RECORDS: ANNELIESE HOYER, 1950-1968**

Carton 4, folders 40-49

Files are arranged alphabetically.

Contains records generated by Hoyer, acting generally in her capacity as Curator of Prints and Drawings. Includes itinerary, itinerary revisions from George Culler, introductory statement by Hoyer, and notes related to a 1965 SFMA-coordinated tour through Europe. See also Research Library and Slide Library series for additional records generated by Hoyer as Librarian.



**CONTAINER LIST****SERIES 1: RESEARCH LIBRARY, 1945-1968****SUBSERIES 1.1: Library Management, 1948-1967**

Container	Folder	Contents	Date
Carton 1	1	Annual Reports	1951-1963
Carton 1	2	Exchange	1950-1966
Carton 1	3-4	Exchange List Additions	1950-1964
Carton 1	5	Magazines	1948-1950
Carton 1	6	Orders	1951-1952
Carton 1	7	Orders - Purchase Orders	1958-1967
Carton 1	8-9	Reference and Inquiries	1950-1958

**SUBSERIES 1.2: Library Correspondence, 1945-1965**

Carton 1	10	Library Correspondence: A	1956-1964
Carton 1	11	Library Correspondence: A	1950-1955
Carton 1	12	Library Correspondence: B	1959-1964
Carton 1	13	Library Correspondence: B	1956-1959
Carton 1	14	Library Correspondence: B	1950-1955
Carton 1	15	Library Correspondence: Bay State Periodical Service	1952-1964
Carton 1	16	Library Correspondence: Bay State Periodical Service	1950-1952
Carton 1	17	Library Correspondence: Bransten Fund	1957-1958
Carton 1	18	Library Correspondence: C	1956-1964
Carton 1	19	Library Correspondence: C	1953-1955
Carton 1	20	Library Correspondence: C	1950-1952
Carton 1	21	Library Correspondence: D	1956-1964
Carton 1	22	Library Correspondence: D	1950-1955
Carton 1	23	Library Correspondence: E	1950-1963
Carton 1	24	Library Correspondence: F	1950-1964
Carton 1	25	Library Correspondence: Fashion Group, Inc.	1954
Carton 1	26	Library Correspondence: FW Faxon Company, Subscription Agency	1945-1951
Carton 1	27	Library Correspondence: G	1959-1964
Carton 1	28	Library Correspondence: G	1952-1959
Carton 1	29	Library Correspondence: H	1953-1964
Carton 1	30	Library Correspondence: H	1950-1952
Carton 1	31	Library Correspondence: I	1950-1963
Carton 1	32	Library Correspondence: International Graphic Arts Society (IGAS)	1962-1964
Carton 1	33	Library Correspondence: International Graphic Arts Society (IGAS)	1958-1961
Carton 1	34	Library Correspondence: International Graphic Arts Society (IGAS) Bulletin	1961-1965

Container	Folder	Contents	Date
Carton 1	35	Library Correspondence: J	1954-1960
Carton 1	36	Library Correspondence: Junior League	1962-1963
Carton 1	37	Library Correspondence: K	1950-1964
Carton 1	38	Library Correspondence: L	1956-1964
Carton 1	39	Library Correspondence: L	1950-1955
Carton 1	40	Library Correspondence: Library Volunteers	1954-1957
Carton 1	41	Library Correspondence: M	1959-1965
Carton 1	1	Library Correspondence: M	1956-1959
Carton 2	2	Library Correspondence: M	1953-1955
Carton 2	3	Library Correspondence: M	1950-1952
Carton 2	4	Library Correspondence: N	1950-1964
Carton 2	5	Library Correspondence: O	1950-1961
Carton 2	6	Library Correspondence: P	1961-1964
Carton 2	7	Library Correspondence: P	1956-1959
Carton 2	8	Library Correspondence: P	1950-1955
Carton 2	9	Library Correspondence: Print Club of Cleveland	1950-1961
Carton 2	10	Library Correspondence: R	1959-1964
Carton 2	11	Library Correspondence: R	1953-1959
Carton 2	12	Library Correspondence: R	1951-1952
Carton 2	13	Library Correspondence: S	1959-1964
Carton 2	14	Library Correspondence: S	1956-1959
Carton 2	15	Library Correspondence: S	1953-1955
Carton 2	16	Library Correspondence: S	1950-1952
Carton 2	17	Library Correspondence: T	1959-1964
Carton 2	18	Library Correspondence: T	1950-1959
Carton 2	19	Library Correspondence: U	1950-1963
Carton 2	20	Library Correspondence: V	1951-1962
Carton 2	21	Library Correspondence: W	1953-1964
Carton 2	22	Library Correspondence: W	1956-1961
Carton 2	23	Library Correspondence: W	1950-1955
Carton 2	24	Library Correspondence: Western Museums Conference	1957-1959
Carton 2	25	Library Correspondence: Western Museums Conference	1951-1956
Carton 2	26	Library Correspondence: X, Y, Z	1952-1963

**SUBSERIES 1.3: Exchange Correspondence, 1950-1968**

Carton 3	1	Exchange - A	1950-1967
Carton 3	2-3	Exchange - B	1950-1968
Carton 3	4-5	Exchange - C	1950-1968
Carton 3	6	Exchange - D	1950-1968
Carton 3	7	Exchange - E	1952-1965
Carton 3	8	Exchange - F	1950-1968
Carton 3	9	Exchange - G	1951-1965
Carton 3	10	Exchange - H	1950-1968
Carton 3	11	Exchange - I	1951-1968
Carton 3	12	Exchange - J	1951-1967

Container	Folder	Contents	Date
Carton 3	13	Exchange - K	1950-1968
Carton 3	14	Exchange - L	1951-1968
Carton 3	15-16	Exchange - M	1950-1968
Carton 3	17	Exchange - N	1950-1968
Carton 3	18	Exchange - O	1951-1968
Carton 3	19	Exchange - P	1950-1965
Carton 3	20	Exchange - Q	1957-1962
Carton 3	21	Exchange - R	1950-1968
Carton 3	22-23	Exchange - S	1950-1968
Carton 3	24	Exchange - T	1950-1968
Carton 3	25	Exchange - U	1950-1967
Carton 3	26	Exchange - V	1950-1968
Carton 3	27	Exchange - W	1950-1968
Carton 3	28	Exchange - X, Y, Z	1952-1968

**SERIES 2: SLIDE LIBRARY, 1940-1968**

Carton 4	1	Billing	1960-1967
Carton 4	2	Cataloguing	1942-1947
Carton 4	3	Correspondence	1940
Carton 4	4	Correspondence	1941
Carton 4	5	Correspondence	1942
Carton 4	6	Correspondence	1943-1944
Carton 4	7	Correspondence	1945-1947
Carton 4	8	Correspondence	1948-1949
Carton 4	9	Correspondence	1951-1952
Carton 4	10	Correspondence	1960-1968
Carton 4	11	Correspondence	1962-1966
Carton 4	12	Exchange	1959-1963
Carton 4	13	Exhibition Slides - Art in Asia	1957-1962
Carton 4	14	Exhibition Slides - Dufy	1954-1960
Carton 4	15	Exhibition Slides - 25th Anniversary	1960-1961
Carton 4	16	Exhibition Slides - UN Show [Art in the 20th Century]	1955
Carton 4	17	Exhibition Slides Available	1963-1966
Carton 4	18	Exhibition Slides Available	1954-1966
Carton 4	19	Exhibition Slides Lists	1953-1956
Carton 4	20-21	Exhibition Slides Permissions	1955-1960
Carton 4	22-23	Exhibition Slides Sold	1953-1965
Carton 4	24	Exhibition Slides Sold	1962-1966
Carton 4	25	Lecture Programs	1953-1962
Carton 4	26	Lists and Labels	1955-1960
Carton 4	27-28	Lists for Varityped Slide Labels	1952-1957
Carton 4	29	Permanent Collection Artists Correspondence	1954-1960
Carton 4	30	Permanent Collection Correspondence	1956-1966
Carton 4	31	Permanent Collection Lists	1953-1966

<b>Container</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
Carton 4	32	Permanent Collection Preparations	1956
Carton 4	33	Permanent Collection Sales	1953-1957
Carton 4	34	Slides - Information Sources	1952-1954
Carton 4	35-36	Slides - Titles, Text, Information	1939-1957
Carton 4	37	Slides Available for Purchase	1953-1957
Carton 4	38	Slides on Loan - Artists Equity	1951-1955
Carton 4	39	Slides Purchased	1952-1960

**SERIES 3: CURATORIAL RECORDS: ANNELIESE HOYER, 1950-1968**

Carton 4	40	Curatorial Staff Meetings	1963
Carton 4	41	Director's Office Correspondence	1950-1964
Carton 4	42	Galston Collection of Bauhaus Drawings and Prints	1963-1965
Carton 4	43-44	Lectures	1960-1968
Carton 4	45	Miscellaneous Notes and Addresses	1961-1966
Carton 4	46	Notes	1950-1953
Carton 4	47	Print Storage Suppliers	1953-1960
Carton 4	48	Prints and Drawings of Artists, J. Hopkins Smith Collection	1967-1968
Carton 4	49	SFMA Charter to Europe	1965