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Carolyn Horton and Associates records 4079522

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Description is written in: English.

Describing Archives: A Content Standard

Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027
Business Number: (212) 854-5153
Fax Number: (212) 854-1365
rbml@libraries.cul.columbia.edu
URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Carolyn Horton and Associates
Title:	Carolyn Horton and Associates records
ID:	4079522
ID:	MS#0195
Date [inclusive]:	1919-1988
Physical Description:	16.5 linear feet 41 boxes 2 card file boxes
Language of the Material:	English .

Preferred Citation

Identification of specific item; Date (if known); Carolyn Horton and Associates records; Box and Folder; Rare Book and Manuscript Library, Columbia University Library.

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Biographical / Historical

Bookbinding and restoration; Document restoration including manuscripts, maps and works of art on paper.

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Summary

Correspondence, subject files, business, personnel, biographical files and financial records. The correspondence files deal with clients: individuals, libraries, museums and book dealers. The chronological files are letters with individual clients, while the alphabetical clients files contain folders for institutional clients, and also include topical subject headings such

as "Libraries""Museums", and headings for specific books and works of art. The subject files contain manuscripts, notes for seminars and lectures given by Carolyn Horton on the preservation of books and paper documents and include files on floods, particularly the 1966 flood in Florence, Italy, wet books, form letters, rubbings of books and sample paper. The business records consist of detailed worksheets arranged by client, describing condition of items bound or restored and the type of work done on these items; and complete financial records, i.e., bills, receipts, accounts and personnel records, including payroll, taxes, health insurance and other benefits, which document the operations of a bindery and paper restoration firm. The card file boxes contain details of work done arranged by artist name and by genre, i.e., music, portraits, newspapers, vellum, etc. The biographical files consist of correspondence, notebooks and newspaper clippings relating to Horton's career including her discovery that freezing wet books prevents their molding

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Arrangement

Series 1. Box 1-9: correspondence files; Box 10-11: subject files (conservation & restoration topics); Box 12-21: business records; Box 22-28: financial records; Box 29-31: personnel records; Card file box 1-2: artist & genre files.

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Arrangement

Series 2. Box 32: correspondence files; financial records; biographical files A-B; Box 33: biographical files C-P; Boxes 34-37: subject files A-Y; Box 38: subject files--lectures; Box 39: business files.

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Administrative Information

Publication Statement

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Revision Description

File created. xml document instance created by Catherine C. Ricciardi EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. 2009-06-26 2011-12-13 2019-05-20

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

This collection has no restrictions.

Terms Governing Use and Reproduction

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Immediate Source of Acquisition

records: Source of acquisition--Horton, Carolyn. Method of acquisition--Gift; Date of acquisition--07/27/87.

Immediate Source of Acquisition

Correspondence, financial records, subject files, lectures, business records and biographical material. 4 linear ft (ca. 3,000 items in 8 boxes): Source of acquisition--Horton, Carolyn. Method of acquisition--Gift, 1990; Date of acquisition--05/16/90. Accession number--M-90-05-16.

Ownership and Custodial History

Gift of Carolyn Horton, 1987, 1989& 1990.

Processing Information

records Cataloged HR 11/15/89.

Processing Information

Correspondence, financial records, subject files, lectures, business records and biographical material. 4 linear ft (ca. 3,000 items in 8 boxes) Processed 06/18/90.

Accruals

Materials may have been added to the collection since this finding aid was prepared. Contact rbml@columbia.edu for more information.

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Controlled Access Headings

- Bookbinding -- United States -- 20th century
- Manuscripts -- Conservation and restoration
- Art -- Conservation and restoration
- Financial records
- Lectures
- Personnel records
- Rubbings (visual works)
- Bookbinders -- United States -- 20th century
- Conservatorships
- Maps -- Conservation and restoration

Collection Inventory

Series I	
Title/Description	Instances
Correspondence Files	
Chronological	
1932-1961	box 1
1962-1979	box 2
1980-1987	box 3

Clients	
A-Coo	box 4
Cor-F	box 5
G-L	box 6
M-National Agricultural Library (NAL)	box 7
National Library of Medicine (NLM)-S	box 8
Universities	box 9
Subject Files	
Conservation paper, Form letters, Floods, Rubbings of books, Sample paper, Seminars & lectures, Wet books,, 1931-1980	box 10
Florence Flood, 1966-1970	box 11
Business Records	
Client Sheet Bindery	
A-M, 1966-1984	box 12
N-Z, 1966-1984	box 13
Corning, National Agricultural Library (NAL), Northwestern University Dental School, New York Public Library, 1973-1982	box 14
A-G, 1972-1984	box 15
H-Z, 1971-1984	box 16
Fine Hand Binding (restoration of books worksheets)	
A-D, 1973-1982	box 17
E-L, 1973-1982	box 18
L-R, 1974-1979	box 19
S-Z, 1973-1982	box 20
Insurance Policies, 1973-1982	box 21
Financial Records	
Bills, Receipts, and Accounts	
A-F, 1968-1980	box 22
G-R, 1974-1979	box 23
S-Z, 1976-1983	box 24
Business bills, receipts, 1972-1984	box 25
Clients' bills, 1955-1966	box 26

Payroll journal, payroll books, 1976-1983	box 27
Sales slips, sales journal, A - Z, 1981-1984	box 28
Personnel Records	
Benefits and Insurance, 1971-1984	box 29
Employees and applicants, 1976-, 1983	box 30
Time Sheets, 1974-, 1979	box 31
Card File Boxes	
Artists	
A-S, 1971-1984	box Card File Box 1
T-Z, 1971-1984	box Card File Box 2
Untreated genre file (i.e. autographs, books, diaries, duckstamps, maps, photographs, etc.)	box Card File Box 2

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Series II

Title/Description	Instances
Correspondence Files, 1971-1986	box 32
Financial Records, 1940-1978	box 32
Biographical Files	
A-B, 1952-1984	box 32
C-P, 1933-1984	box 33
Subject Files	
A1935-1983	box 34
B1936-1979	box 35
C-Mi, 1965-1987	box 36
Mo-Y, 1936-1981	box 37
Lectures, 1961-1979	box 38
Business Files-- Schedules, insurance forms, contracts, etc., 1919-1988	box 39

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