THE MINT MUSEUM OF ART
INSTITUTIONAL ARCHIVES
AR2013.6
Registration Department Records
Finding aid prepared by Kathryn A. Oosterhuis

This finding aid was produced using the Archivists’ Toolkit
May 31, 2016
Describing Archives: A Content Standard
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### Summary Information

<table>
<thead>
<tr>
<th><strong>Repository</strong></th>
<th>The Mint Museum Archives</th>
</tr>
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<tbody>
<tr>
<td><strong>Title</strong></td>
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<td><strong>Date [inclusive]</strong></td>
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</table>

**Preferred Citation note**

Arrangement note

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

Administrative Information

Publication Information
The Mint Museum Archives July 16, 2013

RESTRICTED
Select material is restricted from the general public.

Related Materials

Related Archival Materials note
Please see Mayberry History Collection, AR2013.1.
## Collection Inventory

<table>
<thead>
<tr>
<th>AR2013.6.1 Administration 1983-2011 (Bulk, 2000-2009)</th>
<th>0.4 Cubic feet 1 box</th>
</tr>
</thead>
</table>

**Arrangement note**

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

**Preferred Citation note**


**Related Archival Materials note**

Please see Mayberry History Collection, AR2013.1. Please see Administration Department Records, AR2013.3.

**RESTRICTED**

Select material is restricted from the general public.

<table>
<thead>
<tr>
<th>AR2013.6.1.1 Box 1 Folder 1: Meeting Notes 2002-2003 2002-2003</th>
<th>1 folder</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Notes by Mayberry on the Mint Museum’s mission statement, and communications on the team working on updating the mission statement and strategic plan, dated 2002-2003.
**Related Archival Materials note**

Please see Administration Department Records, AR2013.3.

AR2013.6.1.2 Box 1 Folder 2: BPL Print Study 1983  1 folder

**Scope and Contents note**

Correspondence from Boston Public Library to Jane Kessler, Assistant Curator of Exhibitions, dated July 28, 1983, providing a review of the Mint’s print collection, and Kessler’s research while visiting the Boston Public Library.

AR2013.6.1.3 Box 1 Folder 3: Prints, Frames, Etc. 1984-1985  1 folder

**Scope and Contents note**

Notes and documents on the Mint’s print collection, including framing and matting of individual pieces in the collection, dated 1984-1985.

AR2013.6.1.4 Box 1 Folder 4: Print Society 2000-2005  1 folder

**Scope and Contents note**

Includes Mint internal communications on potential donors to develop. Also includes accounting for the Kessler account and contact information for potential donors. Material dated 2000-2005.

**RESTRICTED**

This material is restricted from the general public.

AR2013.6.1.5 Box 1 Folder 5: Strategic Plan/Deaccessions Plan 2003-2004  1 folder

**Scope and Contents note**

**Related Archival Materials note**

Please see Mayberry History Collection, AR2013.1. Please see Administration Department Records, AR2013.3.

AR2013.6.1.6 Box 1 Folder 6: Artistic Vision/Strategic Plan 2003-2004  1 folder

**Related Archival Materials note**

Please see Mayberry History Collection, AR2013.1. Please see Administration Department Records, AR2013.3.

**Scope and Contents note**

Vision statement, strategic plans, internal e-mail communications, and survey of performance against Values results. Dates include 2003-2004.

AR2013.6.1.7 Box 1 Folder 7: Debutante Club 2011  1 folder

**Related Archival Materials note**

Please refer to the Debutante Club's own archival collection, as the club has been historically instrumental in raising funds on behalf of the museum.

**Scope and Contents note**

Internal communications surrounding the debutante’s request for information on their contributions/donations to the Mint dated 2011.

AR2013.6.1.8 Box 1 Folder 8: MMA Board of Directors Meetings 2010-2011  1 folder
Related Archival Materials note

Please see Mayberry History Collection, AR2013.1. Please see Administration Department Records, AR2013.3.

Scope and Contents note

Mint museum of art Board of Directors meeting minutes dated 2010-2011. Includes some hand-written notes by Mayberry.

RESTRICTED

Select material is restricted from the general public.

<table>
<thead>
<tr>
<th>AR2013.6.1.9 Box 1 Folder 9: Board of Trustee Minutes 2011</th>
<th>1 folder</th>
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</thead>
<tbody>
<tr>
<td>Related Archival Materials note</td>
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</tr>
<tr>
<td>Please see Mayberry History Collection, AR2013.1. Please</td>
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<tr>
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RESTRICTED

Select material is restricted from the general public.

Scope and Contents note

Board of Trustees of the Mint meeting materials Includes Operating statement. Materials dated 2011.

<table>
<thead>
<tr>
<th>AR2013.6.1.10 Box 1 Folder 10: IMLS Connecting Collections Bookshelf Grant 2007-2008</th>
<th>1 folder</th>
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<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>IMLS Connecting to Connections grant materials, including internal communications,</td>
<td></td>
</tr>
</tbody>
</table>

RESTRICTED
Select material is restricted from the general public.

AR2013.6.1.11 Box 1 Folder 11: 2008 Provident Benevolent Foundation Grant 2008  1 folder

Scope and Contents note

Proposed grant application materials for a Mint Museum van addressed to Provident Benevolent Foundation of Wachovia Bank, dated 2008.

RESTRICTED

Select material is restricted from the general public.

AR2013.6.1.12 Box 1 Folder 12: Hat Storage Grant 2009-2010  1 folder

Scope and Contents note

Grant report, notes and communications from the museum addressed to Provident Benevolent Foundation of Wachovia Bank, on the use of funds for the re-housing of the museum’s millinery collection, dated 2009-2010.

RESTRICTED

Select material is restricted from the general public.

AR2013.6.1.13 Box 1 Folder 13: 2005 Provident Costume Storage Grant 2005  1 folder

Scope and Contents note

Grant materials for costume collection storage addressed to Provident Benevolent Foundation of Wachovia Bank, dated 2005. Includes internal and external communications, hand-written notes, vendor quotes and bills for the project.

RESTRICTED
Select material is restricted from the general public.

AR2013.6.1.14 Box 1 Folder 14: Tru Vue Grant 2008-2009  1 folder

RESTRICTED

Select material is restricted from the general public.

Scope and Contents note


AR2013.6.1.15 Box 1 Folder 15: NEH Grant - American Painting Survey 2007-2011  1 folder

Scope and Contents note

Grant materials concerning a conservation assessment of the Mint’s American paintings collection, totaling $5,000 from the National Endowment for the Humanities’ Preservation Assistance program. Materials dated 2007-2011.

RESTRICTED

Select material is restricted from the general public.

Ar2013.6.2.1 Box 2 Folder 1: Move – NEA Access to Artistic Excellence Grant 2008-2010  1 folder

RESTRICTED

Select material is restricted from the general public.

Scope and Contents note
Grant materials related to the NEA Access to Artistic Excellence grant award of $10,000 to move collection pieces to the new Uptown building, dated 2008-2010. Includes internal and external communications, as hand-written notes by Mayberry.

AR2013.6.2.2 Box 2 Folder 2: Center City Reinterpretation Plan/Curator’s Checklists
MMCD 2008-2010 1 folder

RESTRICTED
Select material is restricted from the general public.

Scope and Contents note
Internal communications, including e-mails, meeting notes and reinterpretation materials on the proposed Mint Museum of Craft + Design/Mint Museum Randolph changes with the new building in Uptown. Material dated 2008-2010.

AR2013.6.2.3 Box 2 Folder 3: CC Expansion Maps, Main Schedule N.D. 1 folder

RESTRICTED
Select material is restricted from the general public.

Scope and Contents note
Architectural maps and task list for the new Uptown Mint building, undated.

AR2013.6.2.4 Box 2 Folder 4: Facilities Report 2009-2010 1 folder

RESTRICTED
Select material is restricted from the general public.

Scope and Contents note
Copy of standard Facility Report, dated February 11, 2010, and includes a letter by Mayberry dated December 2, 2009 of the report’s confidential status, and incomplete status due to the Uptown location being in the final phase of construction.

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1. Please see Administration Department Records, AR2013.3. Please see appropriate Curatorial Department Records.

Arrangement note

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

Preferred Citation note


RESTRICTED

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AR2013.6.2.5 Box 2 Folder 5: Fall 2004 Print Program 2003-2004  1 folder

Scope and Contents note

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Select material is restricted from the general public.

AR2013.6.2.6 Box 2 Folder 6: Sprint 2004 Print Program 2004  1 folder

Scope and Contents note


RESTRICTED

Select material is restricted from the general public.

AR2013.6.2.7 Box 2 Folder 7: Print Program Ideas 1991-2002  1 folder

Scope and Contents note

E-mail communications between Mayberry and other institutions on their print collections, flyers and marketing pieces, newsletters, and a napkin with hand-written notes, dated 1991-2002.

AR2013.6.2.8 Box 2 Folder 8: Print Program - The Charleston Renaissance 2003  1 folder

Scope and Contents note


AR2013.6.2.9 Box 2 Folder 9: Spring 2003 Print Program 2002-2003  1 folder

Scope and Contents note

AR2013.6.2.10 Box 2 Folder 10: J. Kessler Memorial Fundraiser 1997-2002  1 folder

RESTRICTED

Select material is restricted from the general public.

Scope and Contents note


AR2013.6.2.11 Box 2 Folder 11: South Carolina Watercolors Society Jury Show 2004-2006  1 folder

Scope and Contents note


Exhibitions

Related Archival Materials note

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.

Arrangement note
This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

**Preferred Citation note**


**AR2013.6.2.12 Box 2 Folder 12: Exhibition Proposals Curatorial Review 2003-2007 1 folder**

**Scope and Contents note**

Material covering proposals for exhibitions, meeting notes from curator department meetings, and some handwritten notes, assumed to be from Martha Mayberry, Chief Registrar. Material dated 2003-2007.

**Related Archival Materials note**

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.

**AR2013.6.3.1 Box 3 Folder 1: Exhibition Schedule 2003-2009 1 folder**

**Related Archival Materials note**

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.

**Scope and Contents note**


**AR2013.6.3.2 Box 3 Folder 2: Ancient American/Robicsek 2006-2007 1 folder**
**Related Archival Materials note**

Please see Ancient American Curatorial Department Records, AR2013.10. Please see Exhibitions collection, AR2013.5.

**Scope and Contents note**

Newspaper article from the Charlotte Observer on Dr. Robicsek, and label information on Robicsek donated Ancient American collection objects, as well as communications between Mayberry and Dr. Dorie Reents-Budet, consulting curator. Also, conservation assessment, and de-accession collection documentation. Material dated 2006-2007.

AR2013.6.3.3 Box 3 Folder 3: Request For Install Services Form N.D. 1 folder

**Scope and Contents note**

Blank copies of Mint Museums request for installation services, undated.

AR2013.6.3.4 Box 3 Folder 4: Cameron Cassatt Exhibition 2004 1 folder Negatives need to be removed and added to the AV collection.

**Scope and Contents note**

Reference materials and communications from Mayberry on the exhibition proposal Mayberry was putting together to present to curators. Dated 2004. Includes some negatives.

**Related Archival Materials note**

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.

AR2013.6.3.5 Box 3 Folder 5: Ceseri WOP Coll/UGA 2001-2003 1 folder

**Scope and Contents note**
Administration and communications surrounding Mayberry’s interest in having an exhibition on Giuliano Ceseri. Includes some exhibition catalogs from other institutions and correspondence with the artist himself, dated 2001-2003.

**Related Archival Materials note**

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.

**AR2013.6.3.6 Box 3 Folder 6: Planning Meetings 2008-2011 1 folder**

**Scope and Contents note**

Notes and agendas for Exhibition planning for the Mint, material dated from 2008-2011. Handwritten notes.

**Related Archival Materials note**

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.

**AR2013.6.3.7 Box 3 Folder 7: Mint Museum of Art Curator Lists 2009 1 folder**

**Scope and Contents note**

Curator lists of objects for the Contemporary Galleries, dated 2009, and for the Barbizon and Beyond exhibition.

**Related Archival Materials note**

Please see appropriate Curatorial Department Records. Please see Exhibitions collection, AR2013.5.
History

Please see Mayberry History Collection, AR2013.1.

Arrangement note

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

Preferred Citation note


Scope and Contents note

Contains one copy used by the Registration Department, of "The Mint Museum of Art at Charlotte A Brief History", by Henrietta H. Wilkinson. Published in 1973.

Biographical/Historical note

Henrietta H. Wilkinson was a Mint volunteer who decided to write a history of the museum.

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1.

AR2013.6.3.9 Box 3 Folder 9: Research N.D. 1 folder Black and White photographs need to be removed and added to the AV collection.

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1.
Scope and Contents note

Contains black and white photograph copies of historic images of the Mint Randolph building; copies and originals of newspaper clippings on various Mint activities; and a copy of the 60th Anniversary Commemorative museum newsletter issue, dated October 1996.

AR2013.6.3.10 Box 3 Folder 10: Mayberry Miscellaneous 2011  1 folder

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1.

Scope and Contents note

Contains email communications on listing historical material from the collections management system; a list of related items, undated; and secondary research on the U.S. Mint at Charlotte. Dated 2011.

AR2013.6.3.11 Box 3 Folder 11: To Be Scanned N.D.  1 folder Black and White photographs need to be removed and added to the AV collection.

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1.

Scope and Contents note

Back and white photographs and color marketing pieces Mayberry designated as historically relevant, to be scanned for future use. Includes images of staff, galleries, and newspaper clippings.

AR2013.6.3.12 Box 3 Folder 12: MMA Exhibitions 1935-1937 2011  1 folder Black and White photographs need to be removed and added to the AV collection.

Related Archival Materials note
Please see Mayberry History Collection, AR2013.1.

Scope and Contents note

Email communications between Mayberry and various museums on potential loans for the "legacy" exhibition; black and white image of publicity pictures used by the Mint in its early history; a photocopy of the 1935 exhibition catalog, "An Exhibition of Italian Paintings, Lent by Mr. Samuel H. Kress" and the 1936-1937 "Inaugural Exhibition of the Mint Museum of Art" catalog.

AR2013.6.3.13 Box 3 Folder 13: 70th Anniversary 1996-2006  1 folder Selected preservation copying needed.

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1. Also see Delhom Collection, AR2013.13.

Scope and Contents note


AR2013.6.4.1 Box 4 Folder 1: 75th Anniversary  1 folder

Related Archival Materials note

Please see Mayberry History Collection, AR2013.1.

Scope and Contents note

Email communications, meeting invites, Mint historical significance lists, handwritten notes, and list of relevant museum objects to celebrate the 75th anniversary of the Mint Museum.
**Arrangement note**

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

**Preferred Citation note**


**RESTRICTED**

Select material is restricted from the general public.

<table>
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<tr>
<th>AR2013.6.4.2 Box 4 Folder 2: Interns 2001-2005</th>
<th>1 folder</th>
</tr>
</thead>
</table>

**RESTRICTED**

Select material is restricted from the general public.

**Scope and Contents note**

Includes communications between Martha Mayberry, volunteers, and interns from 2001-2005. Work logs, evaluations, computer IDs, project lists, and related administration regarding the interns serving in the Registration department.

<table>
<thead>
<tr>
<th>AR2013.6.4.2 Box 4 Folder 3: Interns 1998-2000</th>
<th>1 folder</th>
</tr>
</thead>
</table>

**RESTRICTED**

Select material is restricted from the general public.

**Scope and Contents note**
Resumes, correspondence, and project details for Registration interns, dated 1998-2000.


RESTRICTED
Select material is restricted from the general public.

Scope and Contents note
Resumes, correspondence, and project details for Registration interns, dated 1996-1997.

AR2013.6.4.5 Box 4 Folder 5: Registration Department 2004-2011 1 folder

RESTRICTED
Select material is restricted from the general public.

Scope and Contents note
HR-related materials, including Employee handbook, compensation information for the Registration department, employee evaluations information and reference material, dated 2004-2011.

AR2013.6.4.6 Box 4 Folder 6: SafeCo Life Benefits 2008 1 folder

RESTRICTED
Select material is restricted from the general public.

Scope and Contents note

AR2013.6.4.7 Box 4 Folder 7: Interns, General 1996-2006 1 folder
RESTRICTED

Select material is restricted from the general public.

Scope and Contents note

Intern materials, including resumes, correspondence between Mayberry and a variety of Mint interns, as well as some reference materials used in training interns. Covers 1996-2006.

AR2013.6.4.8 Box 4 Folder 8: Intern Manual N.D. 1 folder

Scope and Contents note

A copy, undated, of the Mint’s registration department intern manual.

AR2013.6.4.9 Box 4 Folder 9: AAM Certificate 2007 1 folder

Scope and Contents note


AR2013.6.4.10 Box 4 Folder 10: SEMC Birmingham October 14-17, 2008 2008 1 folder

RESTRICTED

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Scope and Contents note

Conference materials from the 2008 SEMC annual meeting, with employee expense documentation for Martha Mayberry to attend conference.
Arrangement note

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

Preferred Citation note


Scope and Contents note

AR2013.6.5.1 Box 5 Folder 1: Life magazine 2005  1 folder


AR2013.6.5.2 Box 5 Folder 2: MAT Board/Supplies 1985-2009  1 folder

Vendor materials, including quotes, invoices for mat boards, as well as hand-written notes, dated 1985-2009.

AR2013.6.5.3 Box 5 Folder 3: Shatter-Resistant Glass 2000-2008  1 folder

Scope and Contents note
Communications on shatter-resistant glass and issues other institutions have had with certain brands, dated 2000-2008.

AR2013.6.5.4 Box 5 Folder 4: Portraits of Black Women 2002-2004 1 folder

**Scope and Contents note**

Reference materials on black women artists and communications from Mayberry requesting such information, dated 2002-2004. Primarily focused on Elizabeth Catlett.

AR2013.6.5.5 Box 5 Folder 5: The Art Of Architecture 1997-2005 1 folder

**Scope and Contents note**

Reference materials on architecture, and communications from Mayberry on gathering her reference materials. Appears to be an object report of the prints of the Mint covering the subject of architecture, dated 1997-2005.

AR2013.6.5.6 Box 5 Folder 6: Print Study Rooms 1 folder

**Scope and Contents note**

Reference material collected by Mayberry on print study rooms, and the storage and preservation of print collections, dated 2004-2006.

AR2013.6.5.7 Box 5 Folder 7: Miscellaneous 2001-2003 1 folder

**Scope and Contents note**

Reference material, communications, resumes, and a variety of material covering 2001-2003.

RESTRICTED
Select material is restricted from the general public.

AR2013.6.5.8 Box 5 Folder 8: UGA Print Collection 2001-2002  1 folder

Scope and Contents note

E-mail communications between Mayberry and the University of Georgia on their print collections, and includes a computer-generated list of all their print collection artists, dated 2001-2002.

AR2013.6.5.9-AR2013.6.5.10 Box 5 Folders 9-10: Wood Engraving Process 2005-2007  2 folders

Scope and Contents note

Research material on wood engraving, including copies of exhibition catalogs, internet searches, a list of the Clare Veronica Hope Leighton (1901-1989) collection, and a copy of a grant proposal for the NEA Access to Artistic Excellence for the Clare Leighton Catalogue. What material is dated covers 2005-2007.

Technology

Arrangement note

This collection was organized by subject, and then kept in the original order of stored files by former Registrar, Martha Mayberry.

Preferred Citation note

AR2013.6.6.1 Box 6 Folder 1: ARGUS Helps 2002-2005  1 folder

**Scope and Contents note**

Reference material for working with the software program Argus, which was the Registration collection management system used prior to EMU. Dated 2002-2005.

AR2013.6.6.2 Box 6 Folder 2: Bound Legal Note Pad 1999  1 folder

**Scope and Contents note**

Contains notes on using Argus, and updates to select screens, dated 1999.

AR2013.6.6.3 Box 6 Folder 3: Argus Questor Systems 1995-1997  1 folder

**Scope and Contents note**

Argus training and communications with other institutions that use Argus, dated 1995-1997.

AR2013.6.6.4 Box 6 Folder 4: Argus Phase 2 Training 1997-2001  1 folder

**Scope and Contents note**

Contains training materials for Argus, including specific questions and notes (presumably from Martha) on Argus, dated 1997-2001.

AR2013.6.6.5 Box 6 Folder 5: Argus Problems 1995-1996  1 folder

**Scope and Contents note**
Includes correspondence between Questor and the Mint on the issues surrounding the program, and requests for assistance/solutions, dated 1995-1996.

AR2013.6.6.6 Box 6 Folder 6: Argus 1995-1997  1 folder

Scope and Contents note
Navy blue folder with communications between Questor and the Mint on issues with the software program and the Mint’s network, dated 1995-1997.

AR2013.6.7.1 Box 7 Folder 1: Argus 1995-1997  1 folder

Scope and Contents note
Navy blue folder with communications between Questor and the Mint on issues with the software program and the Mint’s network, dated 1995-1997. Two Folders.

AR2013.6.7.2 Box 7 Folder 2: Q-Scan/Digitizing 1998  1 folder

Scope and Contents note

AR2013.6.7.3 Box 7 Folder 3: ARGUS Reference Manual 1996  1 folder

Scope and Contents note