

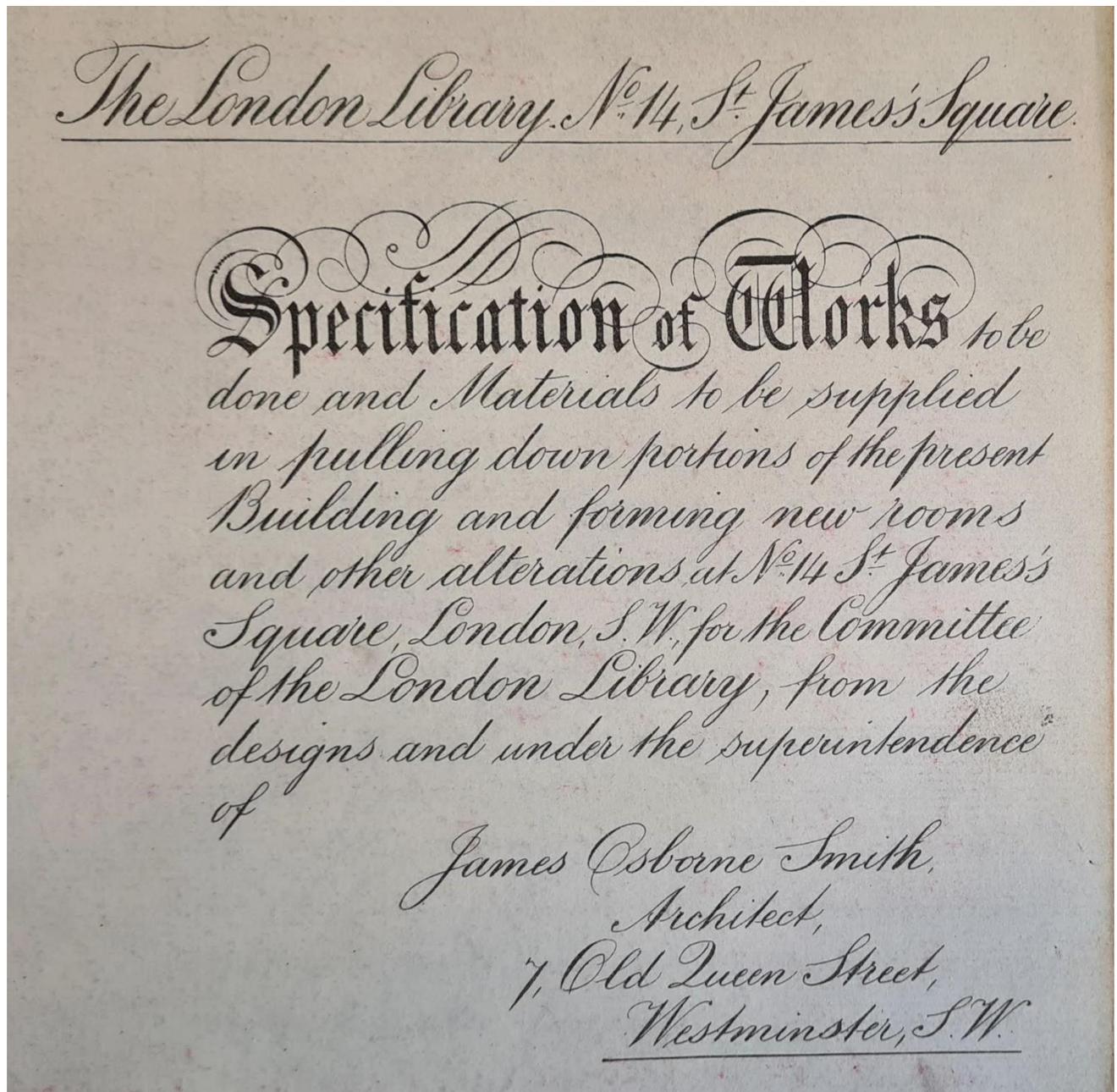
The logo for The London Library, featuring the text "THE LONDON LIBRARY" in a white, serif font centered on a black square background.

THE
LONDON
LIBRARY

GUIDE TO THE LONDON LIBRARY ARCHIVE AND SPECIAL COLLECTIONS, 1642-PRESENT [bulk 1841-2009]

Collection No. 001

Original processing by Archivist, Nathalie Belkin in Autumn 2019-Summer 2021. This collection is ongoing and the Finding Aid is updated as necessary by Nathalie Belkin, with contributions by all staff, past and present, of The London Library.



Specification of Works, 1896. James Osborne Smith. The London Library, Building Development.

Summary

Collection Number: 001:

Title of the Collection: Guide to the London Library Archive and Special Collections

Creator(s): The London Library, Carlyle, Thomas, 1795-1881, Christie, William Dougal, 1816-1874, Cochrane, John George, 1781-1852, Donne, William Bodham, 1807-1882, Harrison, Robert, Wright, C. T. Hagberg (Charles Theodore Hagberg), 1862-1940, Purnell, C. J. (Christopher James), 1878-1959, Nowell-Smith, Simon, 1909-1996, Gillam, Stanley, 1916 -2004, Matthews, Douglas, Bell, A. S. (Alan S.), 1942-2018, Lynn, Inez T. P. A.

Date: 1642- Present, bulk 1841-2010

Abstract: The London Library was established in 1841 at a time when there were no subscription lending libraries in London and before state-funded libraries existed. This extensive collection can be split into two sections: The London Library Institutional Archive and the Manuscripts Archive. The archive as whole contains early land deeds and indentures for the premises and land at the current location, architectural plans and drawings created during the design, planning and construction stages for various extensions, renovations and additions to the Library building. Other important holdings include a large cache of correspondence to and from the various librarians exists, along with member correspondence, event and library-specific artefacts, membership forms, London Library Committee minutes and sub-committee minutes, employee history, photographs and manuscripts bequeathed or deposited from former members.

Extent: 70 meters (229.6 feet)

Language: English, French, Russian [bulk, English]

Physical location: Materials are stored onsite at 14 St James's Square, London SW1Y 4LG

Repository: The London Library, 14 St. James's Square, London SW1Y 4LG

Access and Use: The collection is open for research to members and authorized researchers. All users are required to use digital surrogates where possible. Advance notice of three (3) working days is required for using original material. Fees for permissions, usage and copyright require discussion with the archivist. Please contact archivesandresearch@londonlibrary.co.uk to arrange access.

Preferred citation: [Identification of item, date;] The London Library Archive and Special Collections; [Series name;] The London Library, London

Provenance: The materials contained in The London Library Archive and Special Collections are self-created, the various and numerous materials were found in and around Library offices, cupboards and other areas of the Library; manuscript materials were donated or bequeathed with appropriate paperwork and documentation. Where no documentation is available, a note is made in the main inventory.

Processing note: Under a special project approved and instigated by The London Library, an in-depth inventory was taken to collate, appraise, standardize, process and properly store the never-before reviewed archives of The London Library by Nathalie Belkin, Archivist in Autumn 2019-Summer 2021. Changes and additions are ongoing and created as necessary.

Related Materials

Carlyle's House under the care of The National Trust, holds Carlyle memorabilia, including photographs, paintings and furniture belonging to Thomas and Jane Carlyle who lived in the house from 1834 until their deaths. There is a substantial remnant of the working library of Thomas Carlyle (795 titles in total).

<http://www.nationaltrustcollections.org.uk/place/carlyle's-house>

For further materials on the personal and professional activities of Thomas Carlyle and his family, see the papers held at The Morgan Library and Museum, New York, New York. <https://www.themorgan.org/>

Numerous pieces of correspondence, papers and ephemera from various members and librarians of the Library reside in various private and public institutions around the world. For these smaller collections of materials related to the Library and its founders, please review Archives Hub (United Kingdom) Archives Portal Europe and Archive Grid (primarily the United States).

Historical Note

Unhappy with not being able to read and borrow volumes as and when he wanted them, on the 24 June 1840, Thomas Carlyle, the Scottish author, historian, and biographer, stood up at a meeting in a crowded hall in Covent Garden to proclaim the need for a new lending Library in the great metropolis of London.

The London Library founder's vision was a success. What Carlyle called into existence that night has become, over the ensuing 180 years, the largest independent lending library in the world. Today its façade in St James's Square gives little indication that beyond it lie over a million books, covering more than 17 miles of open access bookshelves arranged within seven interlocking buildings.

From its opening on the 3rd May 1841, the Library quickly became a haven for reading, writing and thought, and a home for some of the greatest names in literature: Charles Dickens, Charles Darwin, George Eliot, Henry James, Arthur Conan Doyle, Bram Stoker, George Bernard Shaw, Virginia Woolf, Isaiah Berlin, Laurence Olivier, Daphne DuMaurier, Harriet Martineau and Harold Pinter amongst many others were all members. 4 Poets Laureate and 10 Nobel prize-winners have roamed its bookshelves for inspiration in the past and today, 7,000 members of all ages and backgrounds – including some of the most familiar names in the literary world - find the Library's resources invaluable.

Scope and Content Note

The purpose of The London Library Archive and Special Collections is to collect, preserve and promote the documentary evidence for the history and life of The London Library, its founders and members. This includes records of its inception, administration and finances, land and property ownership, and individual members of the Library. Many of these records date from the 19th century, with some of our earliest documents dating back to the 17th century. The London Library Archive and Special Collections are a valuable and irreplaceable source for the history of

the Library, its position within subscription libraries in the United Kingdom and its relationship with leading literary figures and the London area.

The overall London Library collection consists of textual records, property deeds, conveyances, court documents, still photographs, mixed media materials, blueprints and artefacts created and/or compiled by The London Library, its staff, contractors and members from its inception to the present. The materials all relate to the London Library from the day-to-day running of the Library, correspondence with members, minutes from committees and subcommittees, financial information, Librarian and staff materials, as well as donated, gifted or bequeathed materials from members, employees or their families. Library Artefacts include the official Library Seal, selections of stationery used throughout the history of the Library, publicity materials and items for sale by the Library.

Arrangement

The London Library Archive and Special Collections is split into 52 broad series. Each major series will have its own, detailed, Finding Aid. Upon first review, there was no prior order to any of the materials. These are artificially constructed series for practical and research purposes. Where some semblance of order was found in smaller files within the series, the order has been retained.

Container List

The container list described below is for the entire London Library Archive and Special Collections records. It takes the master inventory as a whole and lists the various series and materials for ease. Where indicated, an in-depth finding aid has been created for a large series. Where records retention periods have not yet been reached, materials will be restricted. Please speak to the archivist regarding access.

Series No.	Series Name	Dates
1	Annual General Meeting	2007-2017
2	Annual Lectures	1992-2008
3	Annual Reports	1840-2020
4	Art	undated
5	Auction Sales	1960-2019 (bulk 1960-1973)
6	Audio Visual Materials	1930-2014, undated (bulk 1980-2008)
7	Bequests & Royalties	1868-2017
8	Books	1793-2021
9	Building Development	1674-2010
10	Collections	1969-2013
11	Debentures	1913-1945
12	Displays	Undated, 2010-2014

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Series No.	Series Name	Dates
13	Donations	1958-2012
14	Filming	1978-2005
15	Fire Safety	1994-1997
16	Found on the Shelves	2016
17	Founders' Circle	2010-2015
18	Fundraising & Development	1997-2013
19	General Library Business	1978-2012
20	Helen O'Neil	1936-2018 (bulk 2006-2014)
21	Independent Libraries Association	1988-2000
22	International Friends of The London Library	1980-2018
23	Issue Books & Issue Cards	1841-1858, 1948-1980
24	Issue Desk	1935-2009
25	Laws and Regulations	1848-1941
26	Letter Books	1841, 1894-1910, undated
27	Librarians Papers	1864-2019
28	Library Artefacts	1840-2018
29	Library Catalogue	1842-2004
30	Library Conservation and Preservation	1994-1996
31	Library Events	1992-1993, 2004-2016 (bulk 1990-1993, 2015-2016)
32	Library Insurance	1976-1992
33	Libri Desiderati	1856-1970 (bulk 1856-1890)
34	Loans and Returns	1978-1994, 1999-2004
35	London Library Committee	1975-2015
36	London Library Magazine	2008-2020
37	London Library Trust	1903-2009
38	Manuscripts and Special Collections	1648-2002 (bulk 1820-1968)
39	Maps	1775
40	Membership	1841-2019
41	Minutes	1840-2016
42	Newsletters	1990-2015
43	Personnel Records	1904-1993
44	Publicity	1958-2013, undated
45	Royal Charter Byelaws and Rules	1924-2013
46	Rude Words	1972-1996 (bulk 1991)
47	Staff Association/Staff Council	1974-2004; 2004-2000
48	Staff Superannuation Fund	1935-2014
49	Subject Index	1899-1989
50	Suggestion Books	1975-2019
51	T. S. Eliot	1948-2015 (bulk 1987-1992)
52	Thefts	1973-2006

SERIES 1: ANNUAL GENERAL MEETING

DATE(s): 2007-2017

EXTENT: 0.304M

SCOPE AND CONTENT: This small collection is separate from the minutes that are housed with all minutes, correspondence and agenda materials kept under the Minutes and Annual Reports series. These files were found separately and contain duplicative material for the Director to review and use. There are some pamphlets included.

ARRANGEMENT: chronological where applicable.

ACCESS: Please refer to the Minutes series for access

LOCATION: Director's Office, SJS Basement Space

SERIES 2: ANNUAL LECTURES

DATE(s): 30 November 1992-12 June 2008

EXTENT: 0.304m

SCOPE AND CONTENT: This file contains correspondence, copy of lectures, invitations, budgets, invoices and flyers for the London Library Annual Lecture series.

ARRANGEMENT: chronological

ACCESS: This series is housed in boxes and is available for research under invigilation only

LOCATION: SJS Basement Space

SERIES 3: ANNUAL REPORTS

DATE(s): 1840-2020

EXTENT:

SCOPE AND CONTENT: This series contains Annual General Meeting proceedings and correspondence and information which is contained within the Annual reports the Library has published since 1841. Correspondence covers enquiries, requests and suggestions from members, committee members and staff of the Library. Much of the Libraries historical material is contained in this series, with details of the original Library founders and members, original Library location information, opening day articles, changes in Library Committee members, new books, donations, member deaths, list of book holdings and names of Library subscribers. Early Annual Reports for the Library included all the above-noted information while the later reports do not include member information or the book catalogue.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only. Early materials are fragile and require special handling. correspondence dating from 2014 is restricted until it reaches a seven (7) year retention period.

LOCATION: SJS Basement Space

SERIES 4: ART

DATE(s):

EXTENT: 152 artworks catalogued; 0.381 archived works

SCOPE AND CONTENT: artworks cover many of the Library's past librarians, presidents, trustees, notable members and founders. Other notable images are original Christmas card designs.

ARRANGEMENT: no discernible arrangement

ACCESS: All artworks that are accessible are available for research, materials must be viewed and handled under invigilation only

LOCATION: SJS Basement Space; Anstruther Safes 8 & 9

SERIES 5: AUCTION SALES

DATE(s): 1960-2019 (bulk 1960-1973)

EXTENT:

SCOPE AND CONTENT: During the Library's history, financial difficulties were not uncommon and the Library Committee and Trustees made the difficult decision to sell various items in order to raise vital funds for the Library. Dating back to 1960 this series covers the catalogues put out by both Sotheby's and Christies as well as a large cache of correspondence from Library members and supporters with their donations to the sales. Donors and correspondees include Vita Sackville West, E. M. Forster, Aldous Huxley, Graham Greene and Siegfried Sassoon. Other correspondence includes the committees formed for the appeals and its day-to-day business

ARRANGEMENT: chronological

ACCESS: This series is open for research under invigilation only. Early materials are fragile and require special handling. Correspondence dating from 2014 is restricted until it reaches a seven (7) year retention period

LOCATION: SJS Basement Space

SERIES 6: AUDIO VISUAL MATERIALS

DATE(s): 1920-2014

EXTENT: [KB/MB UNKNOWN AT THIS TIME]

SCOPE AND CONTENT: This series contains photographs, chromogenic process negatives, chromogenic colour prints, daguerreotype prints, cd-roms, VHS and Betamax tapes, microfilm, compact cassette tapes. Not all have been verified for their readability. For the most part, the images cover Library events through the years taken mostly by Library staff and sometimes by photographers employed by the Library. Events include the 150th Anniversary of the Library, birthday parties, Library Garden Parties, T.S. Eliot naming event and various other receptions held at the Library. Other images include Library staff through the years

ARRANGEMENT: no discernible arrangement apart from their material type.

ACCESS: Where available, this series is open for research under invigilation only.

LOCATION: 6th Floor Store, SJS Basement Space

SERIES 7: BEQUESTS AND ROYALTIES

DATE(s): 1868-2017

EXTENT:

SCOPE AND CONTENT: covering bequests and royalties to the Library dating back to 1868, this series contains correspondence with those wishing to leave the Library items, property or money before their deaths, correspondence with estate representatives, family members or book publishers. The Library receives both large and small bequests. Through this series the history of the names of Library rooms and buildings can be traced. Large bequests include The Maitland Trust, the Major William Prevost bequest, the John Knowler Memorial Fund, R.M. Chambers and John Addington Symonds. In some cases, paperwork is accompanied by legal paperwork for contested wills.

ARRANGEMENT: chronological where possible

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ACCESS: details of bequests remain restricted, for certain donors and bequests some correspondence may be made available at the Library's discretion. Where the material is allowed to be reviewed, it must be done under invigilation only.

LOCATION: 6th Floor Store, SJS Basement Space

SERIES 8: BOOKS

DATE(s): 1793-2021

EXTENT:

SCOPE AND CONTENT: This series contains volumes given to the librarian or library as gifts not for the open shelves. some items are signed, many are uncorrected proofs of books, while others are rare books found around the library over the years but do were not catalogued and part of the library circulation system. A large portion of this series contains books about The London Library by members, staff or other interested parties. Four student theses about the Library are also included here.

ARRANGEMENT: The volumes are sorted by author's last name.

ACCESS: All books are open for consultation under invigilation only. Where digital surrogates are available, these must be consulted first.

LOCATION: SJS Basement Stacks

SERIES 9: BUILDING DEVELOPMENT

DATE(s): 1674-2010

EXTENT:

SCOPE AND CONTENT: The most voluminous series in the London Library Collection, this contains notes, court documents, oversize deeds, plans, drawings, architect and engineer plans and drawings, correspondence, minutes, reports, photographs, videos, proposals and tenders for various and numerous renovation, extension and rebuilding projects since the Library moved to the current Premises. This series is particularly strong with work done to build the art room, Anstruther Wing, Duchess (now T.S. Eliot) House. Also included are committee minutes, plans and correspondence with James Osborne Smith who reconstructed the Library in the late 1890s. The extension and work undertaken by Mewes and Davis in the 1920s-1930s is also covered. works include stacks, safes, the lift, bomb damage repairs from World War II.

ARRANGEMENT: Alphabetical and Chronological

ACCESS: This series is open for research under invigilation only. Content relating to current building security is restricted and may only be viewed after consultation with the Building and Facilities Manager

LOCATION: 6th Floor Store, SJS Basement Space

SERIES 10: COLLECTIONS

DATE(s): 1969-2013

EXTENT:

SCOPE AND CONTENT: This series covers reports, inventories and correspondence regarding or relating to various collections held by The London Library. Collection information is held here for The Heron Allen Collection, The Higginson Collection, The Charles Reade Collection and an inventory of artworks, all handwritten on paper. These inventories are listed in the Library catalogue, but here provides original documentation for review.

ARRANGEMENT: alphabetical

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

SERIES 11: DEBENTURES

DATE(s): 1913-1945

EXTENT:

SCOPE AND CONTENT: This series contains Certificates of Debenture Stocks, cancelled debenture stocks, letters from Library members who were debenture stock holders. Library members were asked to take out Debenture Stocks to help the Library repay specific mortgages, bank loans and other charges during a time of financial hardship for the Library.

ARRANGEMENT: chronological

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

SERIES 12: DISPLAYS

DATE(s): 2010-2014, undated

EXTENT:

SCOPE AND CONTENT: Over the years, the Library has put on many displays in various areas of the Library. This series includes encapsulated images, captions, letters, quotes and signatures to do with the various displays. All displays are centered around members and books closely related to the Library and its history. Notable displays include bomb damage from World War II, letters to librarian, Charles Theodore Hagberg Wright from notable members and friends, including J. M. Barrie and Henry James.

ARRANGEMENT: no discernible arrangement

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

SERIES 13: DONATIONS

DATE(s): 1958-2012

EXTENT:

SCOPE AND CONTENT: Including both monetary and book donations, this large series contains correspondence, book lists, monetary accounts and named donors to the Library. The large donation by Drue Heinz is covered in detail in this series. Other donations from both individuals and organisations are included. For other donated book information for earlier years in the Library's history, please see Annual Reports. The front of the yearly reports contains lists of donated books to the Library.

ARRANGEMENT: alphabetical and chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 14: FILMING

DATE(s): 1975-2005

EXTENT:

SCOPE AND CONTENT: This series contains a small cache of correspondence and agreements regarding filming in the Library. Two examples of the correspondence are about the filming of *Possession* and a Beryl Bainbridge documentary.

ARRANGEMENT: chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 15: FIRE SAFETY

DATE(s): 1994-1997

EXTENT:

SCOPE AND CONTENT: Small cache of fire safety information, reports and correspondence relating to mid-1990s fire safety at the Library. The series contains one incident report of alarms going off in the library

ARRANGEMENT: chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 16: FOUND ON THE SHELVES

DATE(s): 2016

EXTENT:

SCOPE AND CONTENT: multiple copies of the Library-published volumes of *Found on the Shelves* books

ARRANGEMENT: no discernible order

ACCESS: open for review and research

LOCATION: Library Admin Hall Cupboards

SERIES 17: FOUNDERS' CIRCLE

DATE(s): 2010-2015

EXTENT:

SCOPE AND CONTENT: The bulk of material relating to the Founders' Circle resides with the Development Team. The archive holds correspondence to and from the development team regarding invitations, regrets, thank yous, notes, memos and legacy information relating to the Library's Founders' Circle members.

ARRANGEMENT: chronological

ACCESS: Details of legacy information will be made available at the Library's discretion. Where the material is unrestricted, it must be done under invigilation only.

LOCATION: SJS Basement Space

SERIES 18: FUNDRAISING AND DEVELOPMENT

DATE(s): 1997-2013

EXTENT:

SCOPE AND CONTENT: The bulk of the Fundraising and Development materials reside with the Development Team post 2013. The archive holds correspondence that covers such topics as new

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events, protocols for fundraising, and identifying possible donors to the Library.

ARRANGEMENT: chronological

ACCESS: details of potential donors will only be made available at the Library's discretion. Where the material is unrestricted, it must be done under invigilation only.

LOCATION: SJS Basement Space

SERIES 19: GENERAL LIBRARY BUSINESS

DATE(s): 1978-2012

EXTENT:

SCOPE AND CONTENT: Materials contained herein do not fit into specific series; the bulk of the papers focus on policy and procedure materials, job specifications, Library Guides and activities as well as statistics on cataloguing and loans. All the material in this series has been superseded and they have all met their retention period.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: 6th Floor Store

SERIES 20: HELEN O'NEIL

DATE(s): 1936-2018 (bulk 2006-2014)

EXTENT:

SCOPE AND CONTENT: As a former staff member of the Library, O'Neil is a scholar in Victorian Studies, writing and brought that knowledge and interest to her work at the Library. This series contains emails, paper correspondence, exhibits and displays, captions, research materials and articles O'Neil has authored. The bulk of the papers concern research requests from members about Library history, former members or books held in the collection

ARRANGEMENT: chronological

ACCESS: This series is open for research under invigilation only. Where records have not yet reached their retention period, they will be restricted.

LOCATION: SJS Basement Space

SERIES 21: INDEPENDENT LIBRARIES ASSOCIATION

DATE(s): 1988-2000

EXTENT:

SCOPE AND CONTENT: The Independent Libraries Association was founded in 1989 to further the conservation, restoration and public awareness of a too little known but significant section of our cultural heritage. It aims to develop links between its constituent members by means of co-operative agreements, newsletters, social gatherings, seminars, workshops and meetings. The Library became a member during the period when the ILA was known as the Association of Independent Libraries. Materials in this series include correspondence, member minutes, constitution and notes. Librarian Douglas Matthews was an active member during his tenure at the Library and the correspondence reflects that.

ARRANGEMENT: Alphabetical and Chronological

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

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SERIES 22: INTERNATIONAL FRIENDS OF THE LONDON LIBRARY

DATE(s): 1980-2018

EXTENT:

SCOPE AND CONTENT: Formed in the 1970s, the International Friends of the London Library (IFLL) to foster US interest in The London Library. IFLL is Administered from New York under a volunteer Board of Directors. This interest can be seen through the correspondence, notes, donations, and event documents contained in this series. Also included are the byelaws for IFLL, annual reports and budgets.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only. Where records have not yet reached their retention period, they will be restricted.

LOCATION: 6th Floor Store, SJS Basement Space

SERIES 23: ISSUE BOOKS & ISSUE CARDS

DATE(s): 1841-1858, 1948-1980

EXTENT:

SCOPE AND CONTENT: As one of the most important historical artefacts in the Library Collection, these volumes provide a unique and rare insight into the borrowing habits of the Library's earliest members. This series contains nine volumes dating between 1841-1858 and comprise many of the most notable and prominent writers, social and political thinkers of the day. Unfortunately, due to the passage of time there is a gap between the years 1852-1856. These volumes note the member name on the top of the page with the books they borrowed underneath in alphabetical order, a line is ruled through the book title once it was returned. The second part to this important collection is the blue issue cards that hold all the lending information for books in the Library. Each card holds a book title with the borrower name and date written underneath it.

ARRANGEMENT: Alphabetical

ACCESS: This series is open for research under invigilation only. Issue cards are unprocessed and by volume title, this series is closed to research

LOCATION: SJS Basement Space

SERIES 24: ISSUE DESK

DATE(s): 1935-2009

EXTENT: 30 volumes, mixed sizes

SCOPE AND CONTENT: Created by Library staff in the Issue Hall, these notebooks and ledgers contain information regarding the day-to-day running of the Library. these include incoming and outgoing post, lists of book orders, members overdrawn, a ledger for books for abroad, key log books as well as information and instructions for staff in the Issue Hall.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: 6th Floor Store, SJS Basement Space

SERIES 25: LAWS AND REGULATIONS

DATE(s): 1848-1941

EXTENT:

SCOPE AND CONTENT: These volumes begin in 1848 with the Rules and Laws of the London Library for members to follow. They also give full lists of the members at the time of publication. Other

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information includes whether the member has resigned or died. Most early volumes contain an introduction about the Library and its history, with various different printers creating the volumes. Some of the volumes contain proposed amendments to the rules and a preface to the Library catalogue by Robert Harrison.

ARRANGEMENT: chronological and alphabetical

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 26: LETTER BOOKS

DATE(s): 1841, 1894-1910, undated

EXTENT:

SCOPE AND CONTENT: This series contains various books with letters from notable members and non-members of the Library. The letters were either donated to the Library, collected by the Librarian or kept separately from day-to-day Library correspondence. A wealth of literary and political names from the 19th and 20th centuries. Some letters are requests for books, or responding to the Library while others are written to people quite separate from the Library. There is one volume that is an index to the signatories of the Letters.

ARRANGEMENT: No discernible order. correspondence has been pasted into volumes (traditional Victorian scrapbooks) and the order has not been changed.

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 27: LIBRARIANS PAPERS

DATE(s): 1864-2019

EXTENT:

SCOPE AND CONTENT: This large series contains all material pertaining to the day-to-day running of the library with the Librarian at the helm. Materials include correspondence, minutes, requests, reports, budgets and financial matters. Correspondence includes requests and requirements to and from members, discussions about fundraising, staff issues, library dues, Library trustees and non-library people with questions. Other topics include the creation of the Carlyle Trust, the granting of the Library Charter, copyright issues, change in Library byelaws, Library reorganisation, tax issues regarding charitable status.

ARRANGEMENT: alphabetical and chronological

ACCESS: This series is open for research under invigilation only. Where records have not yet reached their retention period, they will be restricted.

LOCATION: SJS Basement Space

SERIES 28: LIBRARY ARTEFACTS

DATE(s): 1840-2018

EXTENT:

SCOPE AND CONTENT: Since its inception, the Library has collected and accumulated numerous artefacts to do with the Library itself, Library events, presentations, gifts, brass plates, label blocks, pamphlets and publications. This series is also strong in its collection of various stationary, book labels and seals the Library has used over its history, this includes specialist items ordered and used for specific events, including the 150th and 175th Anniversaries of the library. A small

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collection of items sold as Library merchandise over the years is also saved herein.

ARRANGEMENT: no discernible arrangement

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space and Director of Collections and Library Services Office

SERIES 29: LIBRARY CATALOGUE

DATE(s): 1842-2004

EXTENT:

SCOPE AND CONTENT: The Library's first Librarian and Secretary, John George Cochrane, created and wrote the first Catalogue of volumes held by the Library in 1842. This series contains all early versions and subsequent, larger catalogues. Early catalogues contained the rules and regulations of the Library for members. This series contains the first working copy of the catalogue from this year with annotations, corrections and amendments. Subsequent supplements are contained herein and also hold annotations. Updated versions by Robert Harrison are included. From 1903, Charles Theodore Hagberg Wright wrote the newest version of the catalogue with a memorandum to members at the start. Supplements were added to this catalogue for a number of years. Other catalogues contain safe lists and collection lists held by the library

ARRANGEMENT: Chronological and Alphabetical

ACCESS: This series is open for research under invigilation only. Later versions of the catalogue are available in and around the library without need for an invigilation

LOCATION: SJS Basement Space

SERIES 30: LIBRARY CONSERVATION AND PRESERVATION

DATE(s): 1994-1996

EXTENT:

SCOPE AND CONTENT: Small series in which the Library holds correspondence, minutes and reports regarding book conservation and book moves from safes to the stacks. most papers regarding these reports are held with the Collection care team.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only at the behest of Collection Care

LOCATION: SJS Basement Space

SERIES 31: LIBRARY EVENTS

DATE(s): 1992-1993, 2004-2016 (bulk 1990-1993, 2015-2016)

EXTENT:

SCOPE AND CONTENT: Covering the Library's large and main events celebrating its history, this series includes extensive donation history for the 150th Anniversary of the Library, event details, guest lists, appeal letters, donation letters, committee minutes, Stationery and invitations, auction materials and correspondence; also included in this series are materials relating to the 175th Anniversary

ARRANGEMENT: alphabetical and chronological

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

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SERIES 32: LIBRARY INSURANCE

DATE(s): 1976-1992

EXTENT:

SCOPE AND CONTENT: this series contains correspondence, handwritten notes, valuations and photographs for Library insurance. There are photographs and handwritten notes which are all undated. Correspondence from the late 1980s discusses the Library artefacts and contents being underinsured and rectifying that and also included is correspondence regarding Bookbinders being liable for any loss or damage caused to books from the London Library

ARRANGEMENT: alphabetical and chronological

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

SERIES 33: LIBRI DESIDERATI

DATE(s): 1856-1970 (bulk 1856-1890)

EXTENT:

SCOPE AND CONTENT: This series contains five (5) volumes of books that are desired to be held by the Library. The Library's second Librarian, William Bodham Donne began this practice. Information includes author name, book title, date of work and who requested the book. Information also noted is a decision from the committee on whether to purchase the book or not.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Space

SERIES 34: LOANS AND RETURNS

DATE(s): 1978-1994, 1999-2004

EXTENT:

SCOPE AND CONTENT: This series contains correspondence, copies and notes regarding various loans of books, photographs or other ephemera belonging to the Library to outside organisations, both nationally and internationally.

ARRANGEMENT: chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 35: LONDON LIBRARY COMMITTEE

DATE(s): 1975-2015

EXTENT:

SCOPE AND CONTENT: This series contains minutes, orders of proceedings and agendas for the Annual General Meetings, also included is correspondence to the Library from various members with issues arising from the meetings or issues they would like to bring up. Correspondence also includes that of the Library Chairman and Treasurer. Correspondees include Charles Seabag Montefiore, Sir Thomas Legg and Robert Gomme. Committees include Buildings Sub-Committee, General Purposes Sub-Committee, and the Library Committee itself.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 36: LONDON LIBRARY MAGAZINE

DATE(s): 2008-2021

EXTENT:

SCOPE AND CONTENT: Issues of every London Library Magazine published since 2008, where possible there are two copies of each edition.

ARRANGEMENT: Chronological

ACCESS: This series is open for research when other copies are not readily available in the library.

LOCATION: SJS Basement Space

SERIES 37: LONDON LIBRARY TRUST

DATE(s): 1903-2009

EXTENT:

SCOPE AND CONTENT: The Trust was created as The Carlyle Trust in 1952. Prior to the creation of the Carlyle Trust, the Library had Trustees who were appointed by deed. this series contains Trust documents for appointees, new appointees and notes on the draft of the Trust Deed for the creation of the Carlyle Trust, the Original Trust Deed for T.S. Eliot. also included in this series is the Charter of Incorporation and alterations to the byelaws. Correspondence from 1952 onwards is included in the paper files with letters discussing the 1966 name change to The London Library Trust. Other correspondence includes members writing in and some minutes to Trustee meetings.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only.

LOCATION: SJS Basement Store, Collection Care

SERIES 38: MANUSCRIPTS AND SPECIAL COLLECTIONS

DATE(s): 1648-2002 (bulk 1820-1968)

EXTENT:

SCOPE AND CONTENT: This large collection encompasses personal papers, donated manuscripts by members, bequeathed rare notebooks and other non-printed materials or catalogues, plays, army rolls and peerage cuttings. The collection holds the personal papers of the third Librarian, Robert Harrison, letters from Library founders William Dougal Christie and Thomas Carlyle, the papers of Charles Robert Ashbee, John Frederick Baddeley, Samuel Egerton Brydges, Charles Reade and Edward Heron Allen. Please see the container list in the Finding Aid created specifically for this series.

ARRANGEMENT: Alphabetical and Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: Anstruther Safes

SERIES 39: MAPS

DATE(s): 1775

EXTENT:

SCOPE AND CONTENT: This one map of unknown provenance was created by Emanuel Bowen and is a 1775 map of the county of Lancaster, divided into its Hundreds for the Right Honourable Edward Stanley, Earl of Derby.

ARRANGEMENT: n/a

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Store

SERIES 40: MEMBERSHIP

DATE(s): 1841-2019

EXTENT:

SCOPE AND CONTENT: This large and important collection is the backbone of the Library archives. With membership records dating back to the Library's inception and containing valuable information including occupation and nominees, a concise history of the member and their life is given. Within this series are the volumes for "Withdrawals, Deaths, Suspensions". These volumes note a member's status. Membership cards created during the 1960s-1990s contain less information but are a valuable addition to the member form that was filled out by the new member. Information includes updated addresses, notes on whether books are outstanding and their status at the Library. Membership records also include letters to the Librarian regarding membership and cross-over with Committee Minutes, Issue Books, Librarians Papers and Annual General Meeting records. This provides a well-rounded narrative of the life of the member within the Library framework as well as showing the diversity and breadth of the library's members.

ARRANGEMENT: Chronological and Alphabetical

ACCESS: This series is open for research under invigilation only. Where records do not meet GDPR guidelines, access is restricted.

LOCATION: SJS Basement Store

SERIES 41: MINUTES

DATE(s): 1840-2016

EXTENT:

SCOPE AND CONTENT: Along with the Membership, Librarians Papers and Issue Papers, the Minute Books for the Library Committee are the most valuable asset to the London Library, its history and archive. These volumes contain the agendas, minutes and attendees of every meeting held by the Library Committee since 1840. As the Library grew and evolved, Library Sub-Committees were formed to spread the exploration and decision making processes out, these included the Finance Committee, The Buildings Committee, The Books Committee. Many of these sub-committees exist today in some iteration. Each volume or folder contains the day-to-day discussions held by the Committee for the running of the Library, also noted are subscription fees, books not returned, new auditors, committee members, bequests, large donations and member information. this series also includes discussions held on large building changes, re-models and restructures.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only. Where records do not meet GDPR guidelines, access is restricted.

LOCATION: SJS Basement Store

SERIES 42: NEWSLETTERS

DATE(s): 1990-2015

EXTENT:

SCOPE AND CONTENT: This series is made up of staff newsletters created and put together by the staff of the London Library. this series also contains a project entitled, "the Unofficial Oral History of the

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London Library” a project by two long-term employees, Peter Halsey and Nigel Edwards. This project includes letters and stories with some photocopied images of the Library.

ARRANGEMENT: Chronological

ACCESS: This series is closed to members but open to staff. Members wanting to research this collection must speak to the archivist

LOCATION: SJS Basement Store

SERIES 43: PERSONNEL RECORDS

DATE(s): 1904-1993

EXTENT:

SCOPE AND CONTENT: these are records management files and contain names, addresses and salaries, some staff are still employed at the Library. There are materials in this file that relate mostly to wage increases for London but are not created by the Library, nor do they affect the history of the Library.

ARRANGEMENT: Chronological and Alphabetical

ACCESS: Restricted

LOCATION: SJS Basement Space

SERIES 44: PUBLICITY

DATE(s): 1958-2013, undated

EXTENT:

SCOPE AND CONTENT: This series contains newspaper cuttings and magazine and journal articles about the Library and/or its members. Much of this series has no order or dates noted and contains many duplicates

ARRANGEMENT: no discernible arrangement

ACCESS: This series is open for research under invigilation only

LOCATION: 6th Floor Space and SJS Basement Store

SERIES 45: ROYAL CHARTER AND BYELAWS

DATE(s): 1924-2013

EXTENT:

SCOPE AND CONTENT: This series contains copies of the original charter granted in 1933 plus amended versions, byelaws and rules. The original seals also included here, as are notes, committee minutes, petitions, drafts and correspondence regarding the Royal Charter its subsequent amendments and proposals of 1952, 1968, 1986 and 2003. Other correspondence in this series includes some from Nicolas Barker and his resignation.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: Anstruther Safe 5, SJS Basement Space

SERIES 46: RUDE WORDS

DATE(s): 1972-1996 (bulk 1991)

EXTENT:

SCOPE AND CONTENT: During his writing of Rude Words, John Wells collected voluminous notes, correspondence and stories relating to the Library and his work on the book. this series contains

all those papers which his wife donated after his death. other materials include correspondence between librarians, former librarians and committee members about the writing of the book. there are also drafts of the book.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

[SERIES 47: STAFF ASSOCIATION/ STAFF COUNCIL](#)

DATE(s): 1974-2004; 2004-2000

EXTENT:

SCOPE AND CONTENT: The Staff Association of the London Library started in 1975 and this series contains minutes, notes, staff information and topics discussed. There was a fee for each meeting. In 2004 the Staff association was superseded by the Staff Council. The Council was set up after a review of staff representation and communication. Files include the constitution, association purpose, emails and meeting minutes.

ARRANGEMENT: Chronological

ACCESS: This series is closed to members but open to staff. Members wanting to research this collection must speak to the archivist

LOCATION: 6th Floor Store, SJS Basement Space

[SERIES 48: STAFF SUPERANNUATION FUND](#)

DATE(s): 1935-2014

EXTENT:

SCOPE AND CONTENT: This series contains information, rules, correspondence and memoranda regarding the organisational pension fund for the Library staff. Created in 1933 the fund rules have changed and evolved, this series reflects that.

ARRANGEMENT: Chronological

ACCESS: This series is partially open for research under invigilation only. Restrictions on research of papers dated 2010 onward.

LOCATION: SJS Basement Space, Back Kitchen Executive Suite

[SERIES 49: SUBJECT INDEX](#)

DATE(s): 1899-1989

EXTENT:

SCOPE AND CONTENT: This series contains the first formal Library Subject Index created by Charles Theodore Hagberg Wright with Christopher J. Purnell (1899). Subsequent editions with amendments and supplements are included in this series. Early versions and additions are annotated by librarians and other staff of the Library. Some volumes contain handwritten additions and pasted over notes. Other materials in this series include correspondence, reports, amendments, drafts and general notes regarding the catalogue and subject index of the Library. Complete volumes exist in numerous areas of the Library and are freely available for members. These volumes differ in that they contain original annotations by the creators.

ARRANGEMENT: Chronological

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

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SERIES 50: SUGGESTION BOOKS

DATE(s): 1975-2019

EXTENT:

SCOPE AND CONTENT: This series is made up of notebooks with member suggestions for all facets of the Library. The entries are written in chronological order. Alongside the suggestion a member of staff would write a response to the disposition of the suggestion. These books resided in the Issue Hall for all members to use.

ARRANGEMENT: CHRONOLOGICAL

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 51: T.S. ELIOT

DATE(s): 1948-2015 (bulk 1987-1992)

EXTENT:

SCOPE AND CONTENT: This series contains two sub-series making up the file. The first is titled, "Homage to T. S. Eliot". This includes programmes for the Homage to T. S. Eliot that took place at the Globe Theatre in 1965 and a copy of the Presidential Address to the Members of the London Library by T. S. Eliot in 1952. Also included in this sub-series is correspondence, receipts, tickets and donations for the event. The second Sub-Series in this file is the "T.S. Eliot Centenary" which includes minutes, correspondence regarding the setting up of a fund in his name, press releases, appeal materials, progress reports and newspaper and magazine articles. The T. S. Eliot Series also contains correspondence by Eliot to the Library.

ARRANGEMENT: Chronological and Alphabetical

ACCESS: This series is open for research under invigilation only

LOCATION: SJS Basement Space

SERIES 52: THEFTS

DATE(s): 1973-2006

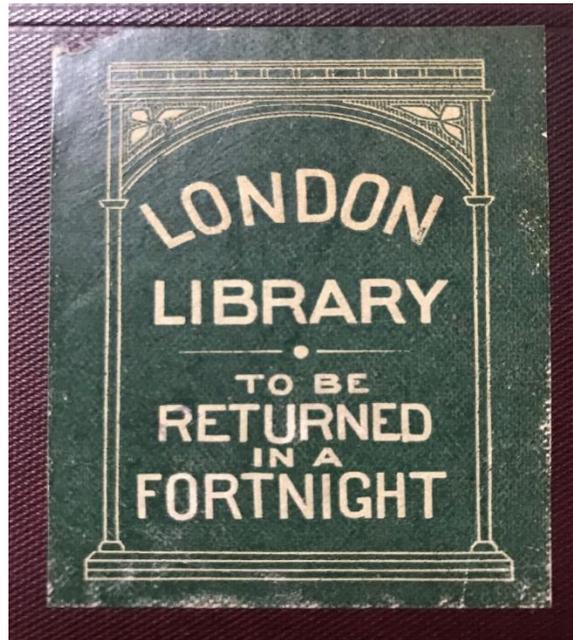
EXTENT:

SCOPE AND CONTENT: This series contains information, police reports, court case exhibits, book lists, plate lists, notes, correspondence and newspaper articles regarding thefts that occurred in the Library. Materials include thefts by William Jacques, Joseph Peter Bellwood, Anthony Ashley Denis Fairfax, Gustav Hasford. Other materials include papers written about the thefts.

ARRANGEMENT: Chronological

ACCESS: Restricted, please see the archivist

LOCATION: SJS Basement Space



To Be returned Label, ca. 1930s. The London Library, Library Artefacts