

Brooklyn Institute of Arts and Sciences, 1843-1979

Locations: A0524-535, Temp2 [7.1.E, 7.2.B, & 5.4.D]; 4.2.D  
(14 manuscript boxes and 3 record cartons)  
Quantity: 10 cu. ft.  
Acc. No.s 1985.073 and 2005.054

Records of the  
Brooklyn Institute of Arts and Sciences  
1843-1979

Brooklyn Historical Society  
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### Introduction

The Brooklyn Institute of Arts and Sciences is a multidimensional cultural education institution located in the heart of Brooklyn, N.Y. near Prospect Park. It started as a library in 1823, but grew to include museums, botanical gardens, and artistic education programs.

### Historical Note

The Brooklyn Institute of Arts and Sciences evolved from the Brooklyn Apprentices' Library Association formed in 1823, largely through the efforts of Augustus Graham. In 1825 the Marquis de Lafayette laid the cornerstone of a new building on Washington Street -- a memorable occasion for a young witness named Walt Whitman. The Library was renamed the Brooklyn Institute in 1843 and remained essentially the same until about 1888 when a greatly expanded program into many branches of science and art was initiated. Among the new division and departments added between 1890 and 1911 were (with year of opening):

- The Brooklyn Museum (1897)
- The Brooklyn Children's Museum (1899)
- The Brooklyn Academy of Music (absorbed in 1907)
- Biological Laboratory at Cold Spring Harbor (1907)
- The Brooklyn Botanic Garden (1911)

A destructive fire at the Washington Street building in 1890 marred the accomplishments of a merger with the Brooklyn Institute of Arts and Sciences (BIA&S) and reincorporation. An ambitious plan for a new building near Prospect Park was conceived in the 1890's. It was to house the Institute's library and a large museum complex. A new building to replace the original Brooklyn Academy of Music edifice which was destroyed by fire in 1903 was begun in 1907.

The parent BIA&S transferred the Biological Laboratory to the Long Island Biological Association in the early 1920's now called Cold Springs Harbor Laboratory. In the face of financial restraints brought on by the Depression, the Institute began narrowing its focus. The Museum began concentrating on the collection of art objects, and beginning about that time, the different branches became more and more independent, such as the Academy of Music, which is now independently operated.

### Sources

Lopate, Carol. *Education and Culture in Brooklyn: a History of Ten Institutions*. [Brooklyn, N.Y.]: Brooklyn Educational and Cultural Alliance, 1979. 63 p.

### Scope and Content Note

Approximately 85% of the collection is publications, hard and softbound (including programs and exhibition catalogs), and the remainder correspondence and financial records. Very few of the materials pre-date the 1890 fire and consolidation; a few of the items surviving include an 1843 exhibition catalog and the 1857 Apprentice's Library catalog, as well as several music programs.

The collection was arranged according to four divisions as described in the 1915-1916 BIA&S *Yearbook*:

- Div. I General Administration and early forms of the Institute that defy classification under the other three Divisions, 1857-1973
- Div. II Education, 1860-1979
- Div. III Museums, 1843-1976
- Div. IV Botanic Garden, 1912-1921

Due to the large quantity of duplicate materials discovered upon reprocessing the collection in 2005, a fifth 'division' was added to the collection:

- Div. V Duplicate publications, 1886-1977

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Preliminary arrangement and description of Accession Number 1985.073 was completed by Manning Field, with additional arrangement and description by D.S. Moore in October of 1985. The original finding aid noted that bound volumes of *Yearbook* (1890-1917); bound bulletins, guides, and reviews (1898-1933); and a series of *Brooklyn Museum Quarterly* v. 1-26 (1914-1958) were removed from this collection and placed in the Library. In December, 2005, one record carton of related administrative files and three record cartons of programs (Acc. No. 2005.054) were added to this collection and a folder list was created by Flora A. Rodriguez. In addition to a large quantity of programs and other publications, records documenting the Brooklyn Children's Museum's fundraising activities for its 50<sup>th</sup> Anniversary Gala Dinner and its 1949 Special Gifts Campaign; activities of the Women's Committee for the Academy Orchestra Series and the Women's Committee for the Boston Symphony Orchestra Concerts in Brooklyn; the Brooklyn Ballet Association Inc.; and an adolescent ballet club called the "Brooklyn Ballet Club" were added to the collection.

Related Material: Additional Brooklyn Academy of Music programs are located in the Brooklyn Historical Society's Theatre Collection, 1977.041.

**Container List**

**DIVISION I** - BIA&S General Administration, 1857-1973

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Dates</u></b>
<b><u>Sub-division A – Histories, 1895-1924</u></b>			
1	1	Histories – Breaking Ground – Centennial Program	1895-1924
<b><u>Sub-division B - Corporate and Financial Records, 1887-1973</u></b>			
Series 1. Acts of Incorporation, By-Laws, and Statements of Purpose, 1887-1890.			
	2	By Laws	1887-1889
	3	Statement of Purpose	1890
Series 2. Annual Reports, 1961-1973 (incomplete).			
	4	Annual Reports	1961-1973
Series 3. Office of the Treasurer. Invoices, Receipts and Vouchers, 1902-1918			
	5	Invoices and Receipts A-H	1902-1903
	6	Invoices and Receipts G-Z	1902-1903
	7	Invoices and Receipts A-H	1910
	8	Invoices and Receipts I-Z	1910
	9	Invoices and Receipts A-F	1911
	10	Invoices and Receipts H-W	1911
	11	Invoices and Receipts A-C	1912
	12	Invoices and Receipts D-J	1912
	13	Invoices and Receipts K-N	1912
	14	Invoices and Receipts P-S	1912
	15	Invoices and Receipts T-W	1912

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
2	1	Invoices and Receipts A-E	1913
	2	Invoices and Receipts F-N	1913
	3	Invoices and Receipts P-W	1913
	4	Invoices and Receipts A-F	1914
	5	Invoices and Receipts G-N	1914
	6	Invoices and Receipts P-W	1914
	7	Invoices and Receipts A-F	1915
	8	Invoices and Receipts G-R	1915
	9	Invoices and Receipts S-W	1915
	10	Invoices and Receipts A-L	1916
	11	Invoices and Receipts M-W	1916
	12	Invoices and Receipts A-C	1917
	13	Invoices and Receipts D-H	1917
	14	Invoices and Receipts K-W	1917
	15	Invoices and Receipts A-H	1918
	16	Invoices and Receipts K-P	1918
	17	Invoices and Receipts R-W	1918
	18	Vouchers	1914-1918
Series 4. <i>Yearbook</i> , 1902-1917. [Some bound volumes removed to the Library collection.]			
	19	<i>Yearbook</i> no.s 15 and 16	1902/03-1903/04
	20	<i>Yearbook</i> no.s 21 and 23	1908/09, 1910/11
3	1	<i>Yearbook</i> no.s 24 and 26	1911/12, 1913/14
	2	<i>Yearbook</i> no.s 28 and 29	1915/16-1916/17
<u>Sub-division C - Committees and Depts. of BIA&amp;S, 1857-1963</u>			
Series 1. Board of Trustees, 1930-1935 and 1963			
	3	Correspondence File, Miscellaneous and A-B	1930-1935
	4	Correspondence File, C-J	1930-1935

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
3	5	Correspondence File, K-Z	1930-1935
	6	Membership Roll	1963
Series 2. Library (Apprentice Library). Library Catalogs, 1857 and 1886.			
	7	Catalog of the Youth's Free Library	1857
4	1	Catalog of the Youth's Free Library	1886
<u>Sub-division D - Misc. Printed Materials, 1894-1938</u>			
	2	Misc. Publications (Incl. an address read by Booker T. Washington)	1894-1904
	3	Misc. Programs (scattered dates)	ca. 1898-1938

**DIVISION II** - Education Division, 1860-1979

Sub-division A - General Records of Ed. Div. Including the Brooklyn Academy of Music (BAM), 1889-1953

Series 1. "Prospectii" 1889-1890, 1920-21, 1926-1937

4		<i>Brooklyn Prospectus of Lectures</i>	1889-1890
5		<i>Department of Education Prospectus</i>	1920-21, 1926-27
6		<i>Department of Education Prospectus</i>	1927-28, 1928-29
7		<i>Department of Education Prospectus</i>	1929-30, 1930-31
8		<i>Department of Education Prospectus</i>	1931-32, 1932-33
9		<i>Department of Education Prospectus</i>	1933-34, 1934-35
10		<i>Department of Education Prospectus</i>	1935-36, 1936-37

Series 2. Publications: *Bulletin/Magazine/Manual*, 1898-1953. [nb: some materials removed to the Library]

	11	<i>Bulletin</i> (weekly)	1908 and 1910
5	1	<i>Bulletin</i> (weekly)	1913-1914
	2	<i>Bulletin</i> (weekly)	1918
	3	<i>Bulletin</i> (Bi-weekly)	1929
	4	<i>Bulletin</i> (Bi-weekly)	1932
	5	<i>Bulletin</i> (Bi-weekly) – Jan.-Apr.	1933
	6	<i>Bulletin</i> (Bi-weekly) – Sep.- Oct.	1933
	7	<i>Bulletin</i> (Bi-weekly) – Nov.-Dec.	1933
	8	<i>Bulletin</i> (Bi-weekly) – Jan.-Apr.	1934
	9	<i>Bulletin</i> (Bi-weekly) – Sep.-Dec.	1934

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<b>Box</b>	<b>Folder</b>	<b>Title</b>	<b>Dates</b>
5	10	<i>Bulletin</i> (Bi-weekly) – Jan.-Mar.	1935
	11	<i>Institute Week at the Academy of Music</i> (Weekly Bulletin)	1938-1939
	12	<i>Bulletin</i> (monthly)	1939-1940
6	1	<i>Bulletin</i> (monthly)	1940/41-1942/43
	2	<i>Bulletin</i> (monthly)	1943-1945
	3	<i>Bulletin</i> (monthly)	1945/46-1946/47
	4	<i>Bulletin</i> (monthly)	1947/48-1948/49
	5	<i>The Monthly Magazine of the Brooklyn Institute of Arts and Science</i>	1949/50-1950/51
	6	<i>The Monthly Magazine of the Brooklyn Institute of Arts and Science</i>	1951/52-1952/53
	7	<i>Manual of Events</i> (yearly)	1942/43-1952/53

Sub-division B – Individual Departments of Education, 1860-1979

Series 1. BAM, 1860-1979

Sub-series a. By-Laws, 1860-1904

8 BAM By Laws (scattered dates) 1860-1904

Sub-series b. Correspondence, 1976

9 BAM Correspondence 1976

Sub-series c. Programs and Publications, 1861-1979

	10	Annual Programs (5 items, scattered dates)	1915/16-1941/42
7	1	Annual Programs (11 items, scattered dates)	1953/54-1966/67
	2	<i>Monthly Review / Monthly Guide</i>	1953/54-1958/59
	3	<i>Monthly Review / Monthly Guide</i>	1959/60-1965/66
	4	<i>Monthly Review / Monthly Guide</i> (scattered dates)	1966/67-1968/69
	5	Misc. Programs (including H.W. Beecher 1863 ‘Welcome Home’ program)	1861-1889
	6	Misc. Programs	1890-1899
	7	Misc. Programs and Calendars	1901-1913
	8	Misc. Programs and Calendars	1946-May 1967
8	1	Misc. Programs and Calendars	Sep.-Dec. 1967
	2	Misc. Programs and Calendars	Jan.-May. 1968

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
8	3	Misc. Programs and Calendars	1969-1979
	4	Programs - Boston Symphony Orchestra	1891-1968
	5	Programs - Brooklyn Ballet Company / Brooklyn Civic Ballet Company	1958-1964
	6	Programs - Brooklyn Free Kindergarten	1910-1914
	7	Programs - Brooklyn Opera Company / Brooklyn Lyric Opera Company	1963-1966
	8	Programs - Brooklyn Philharmonia	1967-1968
	9	Programs - Centennial Gala Banquet April 15	1959
	10	Programs - Little Orchestra	1967-1968
	11	Programs - Philharmonic Society of Brooklyn / Philharmonic Society of NY	1882-1927
	12	Programs - Young Artists	1967-1968
	13	Misc. Publications (newsletters, posters, and ephemera)	ca 1960-1977
	Sub-series d. Tanglewood Excursion 1958-1967.		
9	1	Tanglewood Excursion	1958
	2	Tanglewood Excursion	1959
	3	Tanglewood Excursion	1962
	4	Tanglewood Excursion	1963
	5	Tanglewood Excursion	1964
	6	Tanglewood Excursion	1965
	7	Tanglewood Excursion	1966
	8	Tanglewood Excursion	1967
	Sub-series e. Women's Committee for the Boston Symphony Orchestra Concerts in Brooklyn, 1949-1967.		
9		By-Laws Amendments	1961-1964
	10	Correspondence	1962-1966
	11	Membership Lists	1956-1967
	12	Minutes	1949-1959
	13	Minutes	1960-1966
	14	Treasurer's Report	1957-1965

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<b><u>Box</u></b>	<b><u>Folder Title</u></b>	<b><u>Dates</u></b>
	Sub-series f. Dance, 1959-1966 and undated.	
9	15 Alba-Reyes Ballet Español	1964
	16 Brooklyn Ballet Association-By-Laws	1959-1962
	17 Brooklyn Ballet Association-Contributions	1960-1964
	18 Brooklyn Ballet Association-Co-Sponsors	1963
	19 Brooklyn Ballet Association-Dance Caravan	1964
10	1 Brooklyn Ballet Association-Dance Caravan	1965
	2 Brooklyn Ballet Association- Dance Education Program	1960-1964
	3 Brooklyn Ballet Association-Donald McKayle and Company	1963
	4 Brooklyn Ballet Association-Financial	1959-1964
	5 Brooklyn Ballet Association-Musician Contracts	1962
	6 Brooklyn Ballet Association-NY State Council on the Arts Grant Proposal	1963-1966
	7 Brooklyn Ballet Association-Pearl Lang	1964
	8 Brooklyn Ballet Association-Pearl Lang Master Class	1964
	9 Brooklyn Ballet Association-Robert Joffrey Dance Co.	1963
	10 Brooklyn Ballet Club- Minutes (includes photo)	1962-1963
	11 Jose Greco Luncheon	1963
	12 Long Island Arts Center-Mailing list	No date
	13 Publicity Photos	No Date
Series 2. Department of Zoology, 1893-1920		
Sub-series a. Biological Laboratory at Cold Springs Harbor, 1901-1920		
14	Announcement of Summer Courses	1901-1920
15	Monographs	1903-1905
16	Monographs	1905-1909
Sub-series b. Miscellaneous Zoology Department Publications, 1893		
17	“A Checklist of Mollusks...Found in Waters Adjacent to Long Island”	1893
Series 3. Miscellaneous Education Departments, 1893-1937		
18	Programs (scattered dates)	1893-1937
19	“Preliminary Report on a Study of the Department of Education”	1937

**DIVISION III** – Museums, 1843-1976

<b><u>Box</u></b>	<b><u>Folder Title</u></b>	<b><u>Dates</u></b>
<b><u>Sub-division A - Central Museum, 1843-1976</u></b>		
Series 1. Correspondence and Orders, 1899-1915 (incl. some Children's Museum materials)		
11	1 Financial Records A-B	1899-1915
	2 Financial Records C-L	1899-1915
	3 Financial Records M-Z	1899-1903
Series 2. Annual Report, 1943.		
	4 Annual Report	1943
Series 3. Publications, 1901-1960		
	5 <i>Memoirs of Natural Sciences</i> vol. I no. 1	1904
	6 <i>Science Bulletin</i> vol. I no.s 1 and 2	1901-1902
	7 <i>Science Bulletin</i> vol. I no.s 3-13, and 15-17	1902-1910
	8 <i>Science Bulletin</i> vol. II no.s 1-6	1913-1916
	9 <i>Science Bulletin</i> vol. III no.s 1-5, and vol. IV no 1	1916-1930
	10 <i>Bulletin</i> vol.s IX-XIV	1947-1953
	11 <i>Bulletin</i> vol.s XV-XVIII; XX #1; and XXI #s 1 & 2 (includes Annuals Reports)	1953-60
Series 4. Catalogs and Programs, 1843-1966 (some microfilmed & placed in the Library in 1992)		
12	1 Catalogs and Programs	1843-1845, 1910
	2 Catalogs and Programs	1943-1962
	3 Catalogs and Programs	1964-1966
Series 5. Ephemera, 1958-1976		
	4 Museum Ball Programs	1958-1963
	5 Museum Ball Program	1976
Series 6. Misc. Printed Material, 1937-1966		
	6 <i>A Descriptive Study of the Art Reference Library of the Brooklyn Museum</i>	1966
	7 Membership roll	1937
	8 Misc. Printed Material	1950-1960
<b><u>Sub-division B - Children's Museum, 1909-1963</u></b>		
Series 1. Miscellaneous Printed 1909, 1963 and undated		
	9 <i>Guide to Trees in Bedford Park</i> (copy) and Catalogue of the Historical Coll.	1909

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
12	10	Children's Museum Misc. Printed	1963 and undated
Series 2. Fiftieth Anniversary Gala Dinner material, 1949-1950			
13	1	Membership List	1949
	2	Dinner Committee List	1949
	3	Solicitation Letters and List	1949
	4	Correspondence	1949
	5	Correspondence- Keogh	1949-1950
	6	Correspondence- Lewis	1949-1950
	7	Women's Division Correspondence	1949
	8	Guest List	1949
<b><u>DIVISION IV</u></b> - Botanic Garden, 1912-1921			
	9	Publications	1912-1921
<b><u>DIVISION V</u></b> – Duplicate Material, 1886-1977			
14 (RC)		BIA & S – Centennial Program,	1924
		BIA & S – Annual Reports	1970/71, 1972/73
		BIA & S – <i>Yearbook</i> no.s 15, 16, 26, and 28	1902-1916
		BIA & S – Catalog of the Youth's Free Library	1886
		Dpt. of Ed. – <i>Prospectus</i>	1920-1937
		Dpt. of Ed. – <i>Bulletin</i> (weekly)	1910-1918
		Dpt. of Ed. – <i>Bulletin</i> (Bi-weekly)	1929, 1933
15 (RC)		Dpt. of Ed. – <i>Bulletin</i> (Monthly)	1941-1949
		Dpt. of Ed. – <i>Monthly Magazine</i>	1949-1952
		Dpt. of Ed. – <i>Manual of Events</i> (Yearly)	1942/43-1952/53
		BAM – Annual Programs	1915-1960
		BAM – <i>Monthly Review / Monthly Guide</i>	1953-1969
16 (RC)		BAM – <i>Monthly Review / Monthly Guide</i> (and some Annual Programs)	ca 1950s-1960s
17	1	BAM – Misc. Programs	1918
	2	BAM – Misc. Programs	1963-1975
	3	BAM – Programs – Brooklyn (Civic) Ballet Co.	1961-1963
	4	BAM – Programs – Brooklyn (Lyric) Opera Co.	1962-1963
	5	BAM – Programs – Centennial Program	1959
	6	BAM – Misc. Publications	ca 1960s-1977
	7	Museum – Publications	1916-1962