



# **Rockefeller University records, Rockefeller University Press, Books and Reports Department, Special Projects**

---

This finding aid was produced using ArchivesSpace on September 22, 2018.

Rockefeller Archive Center

15 Dayton Avenue  
Sleepy Hollow 10591

[archive@rockarch.org](mailto:archive@rockarch.org)

URL: <http://www.rockarch.org>

---

## Table of Contents

---

Summary Information .....	3
Biographical/Historical note .....	3
Scope and Contents .....	4
Arrangement .....	5
File Plan note .....	5
Administrative Information .....	5
Controlled Access Headings .....	5
Collection Inventory .....	6

## Summary Information

<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Rockefeller University Press
<b>Title:</b>	Rockefeller University records, Rockefeller University Press, Books and Reports Department, Special Projects
<b>ID:</b>	FA937
<b>Date [inclusive]:</b>	1968-1976
<b>Physical Description:</b>	0.7 Cubic Feet 1 box and 1 package.
<b>Physical Description:</b>	1 box and 1 package.
<b>Language of the Material:</b>	English

### Preferred Citation note

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

[^ Return to Table of Contents](#)

## Biographical/Historical note

In order to assist in the dissemination of scientific investigations conducted at the Institute and elsewhere, publication was an early and important activity of The Rockefeller Institute for Medical Research. A senior member of the scientific staff was usually the editor of a periodical. As early as 1910 the Institute had a Publication Service, which was supervised from 1910 by Editha C. Campbell until she retired in the fall of 1940. A Department of Illustration and Photography was under a part-time arrangement with De. Eduard Learning from 1906 until 1910 when Louis Schmidt undertook the direction of a full-time department. Louis Schmidt was at the head of the department until he reached the age of 70 in 1936. The work in the Department of Illustrations included hand-drawn illustrations for publications, photographs, moving pictures of experimental procedures made for the various investigators and used for a variety of purposes. Louis Schmidt served on a consultant basis until his death in 1939. Joseph Blauvelt Haulenbeek was acting in charge of Illustrations during that time and named officially in charge of illustrations in 1942, serving until he resigned September 1, 1946. Julian Alexander Carlile who was in charge of illustrations in the Department of Animal and Plant Pathology at Princeton took charge of the New York Department starting October 1, 1947 and divided his time between the two departments

until they were consolidated during 1950. He directed the expanding department until his death in 1959 when he was succeeded by Richard F. Carter until 1964. In the academic year 1968/1969 Lewis William Koster became Manager of Graphic Services until 1973. March 1973 Bill Leyrer was appointed to that position.

Florence M. Stewart succeeded Editha Campbell in charge of the Publication Service in 1940 and served until she retired June 30, 1963, when she was succeeded by Margaret E. Broadbent.

Effective January 1, 1957 Charles Irvin Campbell was appointed Administrative Associate for Information Services. He had responsibility for a variety of information services among which were Secretary of the Library Committee, Librarian, ex officio, and supervision of the Publication Service and Illustration and Duplicating Services. Included were publication duties of such items as the Annual Report, Rockefeller Institute Quarterly, and the Calendar of Events. On October 20, 1958 the Board of Trustees approved a cooperative arrangement with the Oxford University Press to assist in producing, advertising and selling publications of the newly established Rockefeller Institute Press. The plan was for the Institute to continue publishing journals in accord with previously established policy and arrangements. Charles I. Campbell was appointed Director of The Rockefeller Institute Press. The Publications Service became the Journals Department without change of personnel or function. A new Books and Reports Department was created with responsibility for the production of books and the publication of bulletins and reports issued by the Institute.

January 1, 1960 Reynard F. Biemiller was appointed Assistant Director of The Rockefeller Institute Press. Effective December 5, 1960 Raymond B. Griffiths was appointed to the newly created position of Executive Editor of the Journal of Cell Biology.

Charles I. Campbell resigned May 15, 1962 and Joseph G. Sutton served as Acting Director of the Press from January 1963 until in 1964 William Arthur Bayless was named Director of the Press.

William Bayless retired as Director of The Rockefeller University Press on February 8, 1980. As of February 11, 1980, Mrs. Helene Jordan agreed to serve as acting director of the Press.

Effective July 1, 1980, Mrs. Helene Jordan was appointed Director of The Rockefeller University Press.

[^ Return to Table of Contents](#)

---

## Scope and Contents

---

For special occasions and for special events the RU Press is often called on to prepare distinctive items. These items, while not necessarily publications require special skill and production techniques which skills are supplied at the Press. The Press has deposited with the archives the background material and job orders when the job is completed.

[^ Return to Table of Contents](#)

---

## Arrangement

---

Arranged in chronological order.

[^ Return to Table of Contents](#)

---

## File Plan note

---

Former Classification: I 532

[^ Return to Table of Contents](#)

---

## Administrative Information

---

### Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

[archive@rockarch.org](mailto:archive@rockarch.org)

URL: <http://www.rockarch.org>

### Revision Description

### Conditions Governing Access

Collection is open for research. Brittle or damaged items are available at the discretion of RAC.

[^ Return to Table of Contents](#)

---

## Controlled Access Headings

---

- Science -- Study and teaching

- Medical sciences
- Medicine, Preventive
- Medical research
- Cell and biomolecular sciences
- Medical education
- Life sciences
- Biology -- Research
- Medical technology

## Collection Inventory

Title/Description	Instances
The Rockefeller University viewbook, 1968	box 1
<b>Scope and Contents note</b>  Includes the "original dummy" per Bill Bayliss 11/18/75. May 4, 1981 (4) additional copies of RU viewbook added to collection.	
A stained glass piece was presented to David Rockefeller on his 25th anniversary as Chairman of the Board of Trustees, 1975	box 1
<b>Scope and Contents note</b>  File includes details of production, sketches and four 2x2 slides of the finished stained glass.	
Greetings from the Journal of General Physiology to the Physiological Society on its 100th anniversary in July 1976. Signed by Paul Cranefield (copy), 1976	box 2