

**The New York Public Library  
Humanities and Social Sciences Library  
Manuscripts and Archives Division**

**People's Institute Records  
1883-1933**

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## Table of Contents

Summary.....	iii
Related materials note.....	iii
Historical note.....	iv
Scope and content note.....	vi
Arrangement note.....	vi
Series descriptions and container list.....	1
<b>SERIES I. BOARD OF TRUSTEES, 1897 - 1921</b> .....	1
<b>SERIES II. DIRECTOR'S OFFICE, 1883 - 1932</b> .....	2
<b>SERIES III. COOPER UNION ACTIVITIES, 1897-1926</b> .....	3
<b>SERIES IV. ADULT EDUCATION CLASSES, 1919 - 1930</b> .....	4
<b>SERIES V. COMMUNITY ART LEAGUE, 1915 - 1918</b> .....	4
<b>SERIES VI. COMMUNITY CENTER WORK (CCW), 1913 - 1921</b> .....	5
<b>SERIES VII. COMMUNITY WORK, 1899 - 1926</b> .....	6
<b>SERIES VIII. DRAMA DEPARTMENT, 1905 - 1918</b> .....	7
<b>SERIES IX. MUSIC LEAGUE, 1900 - 1927</b> .....	8
<b>SERIES X. COMPARATIVE LITERATURE SOCIETY, 1896 - 1899</b> .....	9
<b>SERIES XI. AFFILIATED ORGANIZATIONS, 1901 - 1921</b> .....	10
<b>SERIES XII. WRITINGS AND MISCELLANY, 1899 - 1917</b> .....	11
<b>SERIES XIII. PRINTED MATERIAL, 1898 - 1934</b> .....	12
<b>SERIES XIV. FINANCIAL RECORDS, 1898 - 1933</b> .....	14
A. Correspondence, 1898 - 1925.....	14
B. Contributions, 1918 - 1922.....	14
C. Account books, 1907 - 1932.....	14
D. Ledgers, 1900 - 1922.....	15
E. Statement of Balances, 1914 - 1921.....	15
F. Specific Accounts, 1916 - 1930.....	15
G. Subscribers, 1912 - 1927.....	16
H. Miscellaneous Financial Documents, 1912 - 1925.....	16
I. Bills, 1916 - 1932.....	16
<b>SERIES XV. HALF TONE PRINTING BLOCKS</b> .....	16
<b>SERIES XVI. PHOTOGRAPHS, 1908 - 1921</b> .....	17
A. Photographic prints.....	17
1. Cooper Union, c1919 - 1921.....	17
2. Stadium Symphony Concerts, c1919 - 1921.....	17
3. Boys engaged in physical activities and workshops, 1919-1920.....	17
4. P.S. 42, Bronx, NYC., June 13-17, c1920.....	17
5. Other activities arranged by the People's Institute or Affiliates, c1919-1921.....	18
6. Street scenes with children, c1908;1915-1921.....	18
7. Theatrical performances, c1907, 1919-1921.....	18
8. Musicians and Social Scenes, c1919 - 1921.....	19
9. Buildings, c1920.....	19
10. Health School at P.S. 40, 1918.....	19
11. Food Conservation Work, 1918.....	20
12. Health Work of People's Institute, c1918.....	20
13. Red Cross, c1918.....	20
14. Troop 486, Manhattan.....	20
15. Immigration Center.....	20
16. Lincoln House. Toy and Needle Industry.....	20
17. Night School.....	20
18. Training School and The School of Philosophy.....	20
19. Miscellany.....	20
20. Pageant of Nations, June 6, 1914.....	21
21. Individuals.....	21
22. Miscellaneous Photoprints, c1920.....	22
B. Glass Plate Negatives with copy prints.....	22
C. Lantern Slides.....	22

## Summary

- Main entry:** People's Institute (New York, N.Y.)
- Title:** People's Institute Records, 1883-1933
- Size:** 38 linear feet (80 boxes, 35 volumes, 1 map folder)
- Source:** Gift of the People's Institute, 1934.
- Abstract:** The People's Institute was founded in 1897 by Charles Sprague Smith to teach the theory and practice of government and social philosophy to workers and recent immigrants in New York City. The People's Institute records consist of minutes, correspondence, memoranda, reports, photographs, programs, fliers, pamphlets, legal documents, financial records, clippings, class rosters, press releases, and printed matter that document the founding and operations of the Institute.
- Access:** Apply in the Special Collections Office for admission to the Manuscripts and Archives Division.
- Glass negatives and lantern slides (boxes 93-96) are restricted from use. Paper and postcard copies of the glass plates are available for consultation. Photographic prints are available of most of the lantern slides. Originals are available only with Curator's permission.
- Half tone printing blocks are also restricted.
- Preferred citation:** People's Institute Records, Manuscripts and Archives Division, The New York Public Library.
- Special formats** Photographs, lantern slides, printing blocks, glass negatives.

## Related materials note

**National Board of Review of Motion Pictures Records.**  
*Manuscripts and Archives Division, New York Public Library.*  
The NBRMP was originally part of the People's Institute.

## Historical note

The People's Institute was founded in 1897 by Charles Sprague Smith to teach the theory and practice of government and social philosophy to workers and recent immigrants in New York City. It sponsored lectures, classes, concerts, and other community activities at Cooper Union and throughout New York City, though principally on Manhattan's Lower East Side. The Institute ceased operations in 1934.

The People's Institute is recognized most often for its contribution as a community educational center for working class adults and immigrants. It sponsored lectures, craft guilds, art and music leagues, a training school for community workers, and adult education classes in history, social science, literature, as well as nutrition and health. Specific programs implemented by the Institute included the People's Forums, community centers in Public School 63 and Public School 89, the Wage Earner's Theatre League, the People's Institute Harlem Branch at 125th Street, and the National Board of Review of Motion Pictures. The latter organization eventually broke away and developed into its own formidable organization. (Its records are also held by the Manuscripts and Archives Division).

The People's Institute was organized in the latter half of the nineteenth century during the Progressive Movement that swept across the United States. Progressivism was a response to the social changes that occurred after the Civil War. Foremost among these changes were the rapid industrialization and population growth in urban cities. The population explosion was a result of two factors: masses of people moving from rural to urban areas and the arrival of immigrants from Europe. Most of this population crowded into large urban areas such as New York City and Chicago.

Reformers attempted to attack the problems that made life in the city undesirable, such as the corruption of city government, child exploitation, poor sanitary conditions, health problems, and the lack of social services. Some of the best known reformers were Jacob A. Riis (1849-1914), an innovative photographer and author of *How the Other Half Lives* whose photographs exposed the underbelly of city life; Jane Addams (1860-1935), social reformer and pacifist, and founder of Hull House in Chicago, one of the first social settlements in the United States; and Lillian D. Wald (1867-1940), nurse and social worker who founded the Henry Street Settlement House in New York City in 1893. Other organizations with similar reform ideas to those of the People's Institute included the City Club and the Citizens Union.

The founders of the People's Institute were Felix Adler, Robert Fulton Cutting, Grace H. Dodge, Elgin R.H. Gould, Abram S. Hewitt, George K. Lloyd, R. Heber Newton, William S. Rainsford, Charles Sprague Smith, Edward Thimme, and George Tomblason. The Advisory Council comprised over forty individuals including Lyman Abbott, R.R. Bowker, Nicholas Butler Murray, Andrew Carnegie, R.W. Gilder, Samuel Gompers, Jacob A. Riis, Jacob H. Schiff, Anson Phelps Stokes, J.G. Phelps Stokes, Oscar S. Straus, and Lillian D. Wald. Charles Sprague Smith was elected the Institute's first Managing Director.

The constitution of the People's Institute states that "the purpose of the Institute is first, to furnish to the people continuous and ordered education in Social Science, History, Literature and such other subjects as time and the demand shall determine. Second, to afford opportunities for the interchange of thought upon topics of general interest between people of different occupations in order thereby to assist in the solution of present problems. To accomplish these purposes the Institute may conduct lectures, discussions and classes, encourage the formation of branch associations, and undertake such other work as shall promote its aims."

The Institute's attempt to involve the immigrants of lower Manhattan in the sensibilities and politics of reform began with free weekly lectures and discussions on politics and current events at Cooper Union. By 1902, the Institute was holding nightly events in schools and community centers throughout the city. Cooper Union was a center of many of the Institute's activities, but the Institute had no headquarters as such. It utilized schools after hours, not only to make its activities more accessible,

but also to widen its presence and influence in the community. By the 1920s, the Institute was less of an engine of reform; it emphasized cultural and social education in an attempt to integrate immigrants who were its main constituency into mainstream American culture.

The People's Institute operated for thirty-six years, longer than many social, educational, and reform agencies. When the Institute ceased operations in 1934, R. Fulton Cutting, President of Cooper Union established a Department of Social Philosophy at Cooper Union. Dr. Everett Dean Martin, the last Director of the Institute, was appointed head of the new department.

#### The Directors

Charles Sprague Smith was Director of the People's Institute from 1897 until his death in 1910. He was succeeded by Frederic Clemson Howe (1910-1916), Edward F. Sanderson (1916-1922), and Everett Dean Martin (1922-1934).

Charles Sprague Smith (1853-1910) was born in Andover, Massachusetts, the son of Charles and Caroline Louisa (Sprague) Smith. A gifted child and the son of middle class parents, Smith graduated from Phillips Academy at fifteen and graduated from Amherst College with a Bachelor of Arts in 1874. Smith's early adulthood was spent abroad in Berlin studying languages and literature in Berlin and at the Sorbonne in Paris.

Returning to the United States in 1880, Smith embarked upon a career as an educator. After teaching at Columbia University, Harvard University and elsewhere, Smith turned his focus on the inadequacies of the American education system. As a result of his concerns, Smith founded the Comparative Literature Society in 1895. This Society, a precursor to the People's Institute, aimed to integrate immigrants into American society.

In Smith's book *Working with the People* (New York: A. Wessels, 1904, p. 2), he defines the People's Institute as “[a] new institution, upon whose board of control all sections should have representation, and whose platform, free from class or partisan influence, should become a forum for the untrammled discussion of all subjects affecting the people's interest...”

After Smith's death in 1910, Frederic Clemson Howe (1868-1940) became Managing Director of the Institute. Prior to accepting the directorship, Howe had practiced law in Ohio. Known as an aggressive champion of the average man, Howe advocated labor reforms, fought municipal graft, and promoted cooperative government. During Howe's tenure at the Institute, he founded the People's Music League and the Drama League of America. Howe's published works include the monograph *The City, the Hope of Democracy* (1935).

Howe resigned the directorship of the Institute in 1914. His successor was Edward F. Sanderson who held the position from 1916 to 1922. Sanderson was a Congregational clergyman and the former pastor of the Church of the Pilgrims in Brooklyn. Sanderson, unlike his predecessors and his successor, preferred to maintain a low profile.

The last Director of the People's Institute was Everett Dean Martin (1880-1941). Martin was a social psychologist and adult educator born in Jacksonville, Illinois. After receiving a diploma in theology, Martin embarked upon a career in the ministry serving as pastor at several churches. In 1917, Martin received his first appointment at the People's Institute as a lecturer in social philosophy at the Cooper Union Forum. Over the next several years, Martin received several appointments including Director of the Cooper Union Forum and Assistant Director of the Institute in 1917. From 1919 to 1922, Martin was Chairman of the National Board of Review of Motion Pictures.

## Scope and content note

The People's Institute records, 1883-1933, consist of minutes, correspondence, memoranda, reports, photographs, programs, fliers, pamphlets, legal documents, financial records, clippings, class rosters, press releases, and printed matter that document the founding and operations of the Institute. The records of the Board of Trustees include the Institute's constitution, minutes, correspondence, and reports. The Director's Office files consist mostly of the correspondence of the four Directors of the Institute: Charles Sprague Smith, Frederic C. Howe, Edward F. Sanderson, and Everett Dean Martin. Correspondence, programs, memoranda, circular letters, and other material document the activities organized by the Institute at Cooper Union, its adult education classes, the community-centered work of several committees, the efforts of the drama, music, and literature departments to promote appreciation of the arts among immigrants and the working-class, and the activities of some affiliated organizations. The Printed Material consists of Institute publications, brochures, pamphlets, and fliers, as well as material on topics relevant to the Institute's interests. Photographs, in the form of prints and lantern slides, mainly depict the lectures, concerts, and other events organized by the Institute in poor, immigrant Manhattan and Bronx neighborhoods. The records also include 60 glass plate negatives and the postcard reproductions of the plates, which were taken by Sidney Ateller of immigrant children's pageants and other activities in Chicago in 1914-1915.

## Arrangement note

The People's Institute Records are organized in the following series:

- Series I. Board of Trustees, 1897 - 1921
- Series II. Director's Office, 1883 - 1932
- Series III. Cooper Union Activities, 1897-1926
- Series IV. Adult Education Classes, 1919 - 1930
- Series V. Community Art League, 1915 - 1918
- Series VI. Community Center Work (CCW), 1913 - 1921
- Series VII. Community Work, 1899 - 1926
- Series VIII. Drama Department, 1905 - 1918
- Series IX. Music League, 1900 - 1927
- Series X. Comparative Literature Society, 1896 - 1899
- Series XI. Affiliated Organizations, 1901 - 1921
- Series XII. Writings and Miscellany, 1899 - 1917
- Series XIII. Printed Material, 1898 - 1934
- Series XIV. Financial records, 1898 - 1933
- Series XV. Half Tone Printing Blocks
- Series XVI. Photographs, 1908 - 1921

## Series descriptions and container list

### Series I. Board of Trustees, 1897 - 1921

2 boxes, 3 volumes

This series consists of the administrative records of the Board of Trustees; it contains the constitution of the People's Institute, minutes, and reports. Minutes document the founding of the People's Institute, the crucial early meetings, and program development. The reports are to the Board of Trustees from various departments and affiliates of the Institute, such as the People's Music League and the National Board of Censorship. Some reports include financial statements.

Vol

1A Constitution of the People's Institute

2A-3A Minutes, 1897 - 1909

Box    Fol  
1        1-9

Transcripts of Minutes, 1897 May - 1919, 1921  
Reports to the Board of Trustees

10-14        1914 - 1916 Apr

2        1-11        1916 May - 1921

Box   Fol

**Series II. Director's Office, 1883 - 1932**

6 boxes

This series contains the records of the four Directors of the Institute: Charles Sprague Smith (1897-1910), Frederic C. Howe (1910-1916), Edward F. Sanderson (1916-1922), and Everett Dean Martin (1922-1934). It consists mainly of correspondence files for each Director alphabetically arranged. Charles Sprague Smith's files contain incoming letters from many well known individuals, including Lyman Abbott, Felix Adler, Robert Fulton Cutting, William E. Dodge, Richard Watson Gilder, Samuel Gompers, Abram Stevens Hewitt, Henry Demarest Lloyd, and Lillian Wald. Sprague's material also includes organizations' endorsements of the People's Institute protest of the subway franchise of 1899. Frederic C. Howe is the second most represented Director in the series. His correspondence also contains noted correspondents, including Jane Addams, Louis Brandeis, and Hamlin Garland.

Other material in this series includes the 1917 correspondence of Louis R. deCravioti, the Assistant Director of the Institute; acceptances and regrets to invitations to Everett Dean Martin's speech "The Psychology of the Mind," given on April 23, 1925 in Adolph Lewisohn's ballroom. General files include crank letters, Institute stationary, circular letters, drafts of the constitution and amendments, election proxies, lists of officers and members, and miscellaneous reports.

		Charles Sprague Smith
3	1-20	A - L
4	1-17	M - Z
	18	Unidentified Correspondents
	19	Cooper Union. Abrams Hewitt to Charles Sprague, 1899 - 1902
	20	Organizations' endorsements of the People's Institute protest of subway franchise, 1899
5	1-15	Frederic C. Howe
		Edward F. Sanderson
	16	A - G
6	1-6	H - Y, unidentified
	7	Everett Dean Martin
	8	deCravioti, Louise R. (Assistant Director), 1917
		Invitations to the Address of Everett Dean Martin, 1925
	9-10	Acceptances
		Regrets
	11-13	A - H
7	1-7	I - Z, unidentified
	8	Crank Letters
	9-13	Stationary
8	1	Circular Letters
	2-4	Drafts of the Constitution/By-Laws
	5	Election Proxies, 1898 - 1909
	6	Lists of Officers and Members
	7-10	Reports: Assorted



Box   Fol

### **Series III. Cooper Union Activities, 1897-1926**

1 box

The Institute regularly engaged the Great Hall of Cooper Union for various events and programs. The Lecture Program of the Institute utilized the Great Hall for regular meetings to raise public consciousness, advocate change, and work towards social progress. Topics covered by the lectures included home rule for NYC, rapid transportation in NYC, the effects of WWI, and democracy. Lists, circular letters, ads, and programs document these lectures.

In 1916, the Institute invited Dr. Werner Hegemann, Secretary for the Architectural Development of Greater Berlin and General Secretary of the City Planning Exhibitions of Berlin and Dusseldorf, 1909, to speak throughout the United States as a recognized expert in city planning. The Lecture Bureau correspondence (alphabetically arranged by city) concerns requests from various organizations to the Institute to schedule Dr. Hegemann as a speaker.

The Labor Forum (Carl Beck, Managing Director) correspondence with John Collier, Director of the Training School for Community Workers, documents a bitter dispute that broke out between Beck and Collier in December 1917. Beck questioned the sincerity of some statements Collier had made about the Fusion reformers in newspaper interviews.

The Cooper Union Sunday Evening Programs were non-denominational programs on the religious and philosophical issues of the day. The topics are documented by circular letters, programs, and printed matter.

		Lecture Program
9	1	Circular letters and course syllabi
	2-4	Lectures, 1897 - 1926
	5	Handbills and Ads, 1900 - 1922
	6	Resolution, 1899
	7	Programs, platform tickets, and miscellany
	8-10	Lecture Bureau - Correspondence re: Dr. Werner Hegemann's City Planning Lectures (Alphabetically arranged by city)
		Labor Forum
	11	Correspondence with John Collier, 1917
	12-13	General Correspondence, 1916 - 1917
		Cooper Union Sunday Evening Programs
	14	Circular Letters
	15-16	People's Church Programs, 1915 - 1916
	17	Printed Matter, 1905 - 1926

Box    Fol

**Series IV. Adult Education Classes, 1919 - 1930**

2 boxes

The Institute's Adult Education Classes were modeled on reading courses offered at Oxford University and Columbia University. This series contains general correspondence, reports, leader's class reports and salary vouchers, information on experimental classes, attendance records, bulletins, and various reports focusing on the years 1926 through 1930.

- |    |      |   |
|----|------|---|
| 10 | 1    | General Correspondence, 1926 - 1927                     |
|    | 2    | Information on Staff, Groups and Courses                |
|    | 3-4  | Leader's Class Reports and Salary Vouchers, 1926 - 1927 |
|    | 5    | Reader's Round Table, 1929 - 1930                       |
|    |      | Experimental Classes                                    |
|    | 6-15 | A - J   |
| 11 | 1-4  | M - Z   |
|    | 5    | Attendance Records, 1925 - 1927                         |
|    | 6    | Bulletins Nos. 1 - 3, 1926 - 1927                       |
|    | 7    | Lectures, 1919 - 1925                                   |
|    | 8    | Assorted Reports and Proposals                          |
|    | 9    | Vouchers Reports, 1926 - 1927                           |

**Series V. Community Art League, 1915 - 1918**

3 folders

The Community Art League records contain correspondence, reports and printed matter that document the League's work promoting the arts to the public.

- |    |    |                                     |
|----|----|-------------------------------------|
| 11 | 10 | General Correspondence, 1915 - 1918 |
|    | 11 | Reports, n.d.                       |
|    | 12 | Printed Matter, 1916 - 1917         |

Box   Fol

**Series VI. Community Center Work (CCW), 1913 - 1921**

2 boxes

This series contains correspondence, memoranda, reports, and printed matter. The Committee on Recreation files highlight one of the People's Institute greatest accomplishments, the Festival and Pageant of Nations (June 1916). Hundreds of people celebrated the heritage of the immigrant communities -Irish, Slavic, Jewish, and Italian- living on the Lower East Side of New York City .

In 1915, the Board of Estimate and Apportionment of New York City appointed a committee on recreation. The objective of this committee was to improve the recreation and playground facilities of New York City. The People's Institute, through its Committee of Leisure, contributed to the city's efforts.

In 1918, the Institute organized the Summer Health School at P.S. 40. This was an experimental program that was meant to improve the health of undernourished children through the education of their parents.

Correspondence, programs, reports, financial papers, legal papers, and printed matter reflect the work of the Training School for Community Center Workers, 1913-1919. The School, located at 70 Fifth Avenue, was affiliated with the People's Institute. John Collier was its Staff Director for the period covered by the records in this series. A report to the Trustees of the Training School by John Collier (November 14, 1918) states the Training School's two objectives: to recruit and train leaders for community work and to popularize and develop the community movement itself. The Training School offered a one-year course in professional work in Community Centers, Social Settlements, Public Employment, and Child Welfare Services. Its reports reflect the People's Institute's focus on the Americanization of immigrants.

11	13	Committee on Recreation - general correspondence, 1913 - 1917
		Committee on Leisure
	14	Reports, n.d.
	15	Printed Matter, c1921
	16	General Correspondence, 1917
		Drayton, Mrs. J. - correspondence
	17	1915
12	1	1914 - 1918
	3	Reports, c1916
	4	Reports, Memos, c1916-1919
		Summer School Health Program at P.S. 40
	5	General Correspondence, 1918
	6	Plans and Programs, n.d.
	7	Reports, 1918 - 1919
	8	Budget Supplies; Printed Matter
		Training School for Community Center Workers
	10	General Correspondence, 1918 - 1919
	11	Course Information, 1919
	12	Lecture Programs, 1918 - 1919
	13	Legal Reports, n.d.
	14	Reports, n.d.
	15	Financial Papers, 1917 - 1920

## Series VII. Community Work, 1899 - 1926

1 box

This series contain material related to the work of three organizations and committees: the Committee on Unadjusted Children, the Needlecraft Guild, and the People's Club A.

The Committee on Unadjusted Children's first objective was to co-ordinate the work of existing agencies (i.e. Department of Education, Police Corrections Department, and the Child Welfare Department) for the care and rehabilitation of children with emotional and mental problems. The committee was established in 1916; E.F. Sanderson was its Chairman while serving in the position of Director of the People's Institute. John Collier (Staff Director of the New York Training School for Community Center Workers) acted as one of its consultants. The second objective of the Committee was to establish a social clinic for studying and diagnosing individuals.

The Needlecraft Guild correspondence and reports for the years 1916 through 1919 focus on the Ukrainian Needlework Guild, which worked in co-operation with the Art Alliance of America and the People's Institute.

The People's Club A was a branch of the People's Institute. The club sponsored lectures, programs, and social gatherings.

		Committee on Unadjusted Children
13	1	General correspondence, reports, 1916 - 1919
	2	Progress Reports
	3	Draft memorandum
	4	Financial Papers, 1916 - 1917
		NeedleCraft Guild
	6	Invitations
	7	Reports and Related Material
	8	Financial Papers, 1920 - 1925
	9	Needle & Bobbin Club. Bulletin, 1921
	10	Printed Matter
		People's Club A
	11	General Correspondence, 1906 - 1910
	12	Proposed Constitution
	13	Constitution
	14	General Correspondence, 1906 - 1910
	15	Epstein, Herman and Pierson, Mary. Correspondence, 1910
	16	Circular Letters
	17	Leaflet on organization; letters to members; application for membership
	18	Programs, 1899 - 1908

Box   Fol

**Series VIII. Drama Department, 1905 - 1918**

1 box

This series contains minutes, correspondence, plans, handbills, circulars, programs, discount theater tickets, membership cards, vouchers, and stationary. The Department of Drama sought to encourage public appreciation of the arts by offering discounted theater tickets. Handbills informed the public that the Institute offered half price tickets to nearly every theater in New York City.

14	1	Minutes, 1906 - 1910
	2-3	General Correspondence, 1905 - 1911
	4	Correspondence and Plans for Theatre Building, 1919 (Includes Sketches)
	5	Plans for Civic Theatre building, 1919
	6-8	Handbills, 1907-1910
	9	Circulars; Notes
	10	Programs, 1905 - 1918
	11-12	Discount Tickets for the Theater
	13	Membership Cards; Advertisements
	14	Vouchers
	15	Stationary

Box   Fol

## Series IX. Music League, 1900 - 1927

6 boxes

Like the Drama Department, the Music League's objective was to broaden the general public's interest in the arts. The general correspondence (alphabetically arranged by correspondent) documents the Music Department's recruiting musicians to play at concerts, rehearsals, and ethnic music showcases; arranging concerts in New York City schools, hospitals, and other locations; and fundraising. This series also includes circular letters, invitations, stationary, subscriptions, reports, and applications. Concert programs and a complete list of programs (boxes 19-20) provide a comprehensive overview of all the concerts, recitals, and other performances that the Music League arranged.

15	1	Minutes, 1914 - 1921
		General Correspondence
	2-10	A - F
	11	Frothingham, John, 1914 - 1917
	12-14	G - Hirsch
	15	Hirsdansky, Simon, 1914 - 1917
	16	Hulbert, Katherine, 1915 - 1917
	17	Hodge - Hyde
16	1-3	I - Lee
	4	Lefkowitz, H., 1914 - 1919; n.d.
	5-17	Leg - Simmons
17	1-5	Smith - Z
	6	Circular letters, 1907 - 1920
	7	Invitations
	8	Stationary
	9	Subscriptions
	10	Tickets
	11-12	Reports, 1912 - 1917, 1920 - 1921
	13	Reports: The measure of New York's musical appreciation; Folk song
	14	Lists of staff, artists and members
	15	Application for use of school building, 1914
18	1	Applications (1915 - 1917)
	2	Evaluation of music selection by audience appreciation, n.d.
	3-4	Financial Information, 1916 - 1921
	5	Programs of Groups
	6-7	Programs of Individual Artists
	8	Miscellaneous Programs
	9-10	Publicity
	11	Notes, 1918 - 1919
	12	Miscellany
19	1-8	Concert Programs, 1899 - 1927
20		Complete List of Programs, 1915 - 1918

Box   Fol

**Series X. Comparative Literature Society, 1896 - 1899**

1 box

The Comparative Literature Society was founded in 1896 by Charles Sprague Smith. The purpose of the Society was to promote the understanding of literature and stimulate literary production through conferences, lectures, readings, discussion, and classes. This series does not comprise the complete records of the Comparative Literature Society. The general correspondence (alphabetically arranged) contains predominately incoming letters to Charles Sprague Smith in his capacity as Director of the Society and regards lecture schedules, participants, and topics. The series also contains an unbound scrapbook of fliers, applications for membership, and newspaper clippings. The scrapbook gives the most comprehensive overview of the Society.

21	1	Constitution and Bylaws, 1896
	2	Minutes, 1899
	3-4	General Correspondence A - M
	5-6	Scrapbook, 1897 - 1899
	7	Tickets; Poster
	8	Programs
	9	Miscellaneous

Box   Fol

**Series XI. Affiliated Organizations, 1901 - 1921**

2 boxes

This series consists of the Institute's files on its peer institutions and organizations. The files include minutes, letters, reports, and printed matter.

		America Making Inc.
22	1-2	General Correspondence, 1920 - 1921
	3	Reports, 1920 - 1921
	4	Financial Reports, 1920 - 1921
	5	Brooklyn City Mission, 1916 - 1917
		Campfire Girls
	6	General Correspondence, 1918
	7	Minutes and Reports, 1919, n.d.
	8	Financial Statements, 1918 - 1919
	9	Child Health Organizations, 1919
	10	Committees on Immigrations, 1915 - 1921
	11	Community Clearing House, 1917
	12	Community Councils of National Defense, 1918 - 1919
	13	Community Music Movement in Baltimore and the NY Community Chorus, 1916 - 1917
		Congress of Forums
	14	Constitution and Articles of Incorporation, c1916
	15	Minutes; Reports; Lists, 1916 - 1917
	16	Memos to Forum Directors, 1917
	17	A. Lyle DeJannette, Executive Secretary. Correspondence, 1917
	18	General Correspondence, 1917 - 1918
	19	Reports
23	1	Cooperative League of America, 1918 - 1919
	2	Federation for Child Study, 1918 - 1919
		Gramercy Boys Club
	3	Minutes, 1919 - 1921
	4	Correspondence and Reports, 1919 - 1921
	5	Harlem Branch of the People's Institute, 1901 - 1902
	6	National Conference Community Centers, 1914 - 1917
		People's Institute of Brooklyn
	7	Minutes, 1918 - 1919
	8	General Correspondence, 1916 - 1920
	9	Correspondence between Seymour Barnard and Edward Sanderson, 1916 - 1920
	10	Reports, 1917
	11	Miscellaneous Papers
	12	Assorted Affiliated Organization Papers
	13-14	Printed Matter



<u>Box</u>	<u>Fol</u>	
<b>Series XII. Writings and Miscellany, 1899 - 1917</b>		
2 boxes		
24	1	Address of Andrew Carnegie, 1904
	2	Collier, John. The crisis of democracy; Which would you rather have?
	3	Collier, Lucy Wood. The two women at Locust Point and the things a school principle can do, n.d.
	4	Holt, L. Emmet. A community plan for health and medical service , n.d.
	5	Markham, Edwin. Conference trusts, 1900
	6	Martin, Everett Dean. The philosophy of adult education, n.d.
	7	Memorial for Charles Sprague Smith, n.d.
	8	Quick, Herbert. The Brown House. , n.d.
	9	Smith, Charles Sprague. Assorted writings.
	10	Thorpe, Dr. F. The American concept, 1899
	11	Webb, Sidney. Democracy in England , n.d.
	12	Report: Hollingsworth, H.L. Investigation of Beech-Nut Mint advertisements, 1917
	13	Report of Greenwich Village. Extract, 1914
	14	Dance Hall report, 1912
	15	Articles on community centers
	16	Articles on rural schools.
	17	Various authors writings on the People's Institute.
	18	Articles: Americanization - Recreation
	19	Miscellany
	20	Notes: Business for women
21-23	Notes	
Miscellany		
25	1	Smith, Charles Sprague. Miscellaneous Correspondence
	2	Miscellaneous Correspondence; Notes
	3	Chart of the People's Institute; Ink sketch
	4-5	Legal Documents
	6	Underwriting Account, 1917
	7	People's Institute League. Minutes, 1906 - 1908
	8	Miscellaneous Minutes
	9	Unidentified Plan

### Series XIII. Printed Material, 1898 - 1934

15 boxes

This series consists of annual reports, brochures, broadsides, programs, pamphlets, and bulletins published by the Institute. It also includes pamphlets and periodicals issued by peer organizations. The newspaper clippings and related materials (boxes 30-40, 1898-1922) are disbound scrapbooks and make up the bulk of the series. Arranged chronologically, these scrapbooks include programs, pamphlets and other ephemera, in addition to clippings. The scrapbooks provide an overview of the Institute's activities, work, and affiliates.

The clippings regarding the Stadium Symphony Concerts document concerts held during the summers of 1919 through 1921 at Lewisohn Stadium at the City College of New York. The concerts were sponsored by the Music League of the Institute. A small fee of admission was charged to concert-goers with the proceeds going to the Institute.

- |    |       |   |
|----|-------|---|
|    |       | Annual Reports  |
| 26 | 1-9   | 1899 - 1908, 1911 - 1921, 1926 - 1930   |
|    | 10    | 19th Year Book, 1917  |
|    | 11    | 20th Year Book and 30th year Book, 1918, 1927   |
|    | 12    | Financial Statements, 1917 - 1919   |
|    | 13    | Reports of the Assistant Director, 1914 - 1915  |
|    |       | Miscellany  |
|    | 14    | The city where crimes play, 1914  |
|    | 15    | The Music League: Annual Report, 1919   |
|    | 16-17 | The NY Training School for Community Workers, 1915 - 1918                                     |
| 27 | 1     | Broadsides, 1916, n.d.  |
|    | 2     | Brochures, 1898 - 1909  |
|    | 3     | Brochure: Reader's Round Table. The People's Institute and the public libraries, 1929 - 1930  |
|    | 4     | The Civic Journal, 1909 - 1910  |
|    | 5     | Bulletins (assorted), 1908 - 1919; n.d.   |
|    | 6-7   | Cooper Union, Great Hall. Programs, 1899 - 1907, 1915 - 1925                                  |
|    | 8     | Adult Education lectures, 1928 - 1934   |
|    | 9     | Program of courses, 1899  |
|    | 10    | Information pamphlets on the People's Institute   |
|    | 11    | Social Center Committee, 1915   |
|    | 12    | People's Symphony Concerts, c1904 - 1905  |
|    | 13    | Collier, John. Assorted articles, c1912 - 1914  |
|    | 14    | Martin, Everett Dean. Article, 1923   |
|    | 15    | Smith, Charles Sprague. Articles/Addresses, 1903 - 1905; n.d.                                 |
|    | 16    | People's Institute in Roxbury. Reports, 1896; 1898  |
|    | 17    | Miscellaneous Printed Matter  |
|    |       | Pamphlets   |
| 28 | 1     | American Recreation League. The menace of motion picture censorship, n.d.                     |
|    | 2     | Childs, Clinton. A year's experiment in social center organization (re: P.S. 63 in Manhattan) |
|    | 3     | Committee of Fourteen in NYC, 1915 - 1916   |
|    | 4     | Committee for Immigrants in America. Professional course for services among immigrants, n.d.  |
|    | 5     | Dept of Public Institution. Bureau of Commercial Economics, 1916                              |
|    | 6     | Griffith, Eleanor G. Cho - Cho and the health fairy, 1919                                     |
|    | 7     | Health Services, NYC. Watch New York children grow, n.d.                                      |

<u>Box</u>	<u>Fol</u>	
		Pamphlets (continued)
28	8	House, Frederick B. The application of the law of disorderly conduct..., c1914
	9	Martin, Everett Dean. The mob mind vs civil liberty, 1920
	10	Mencken, Alice P. Hints for meeting problems of maladjusted youth, 1922
	11	Public baths under the supervision of the President of the Borough of Manhattan, 1914
	12	Report of Special Committee on the parole problem, 1930
	13-14	University Extension Lectures, 1899 - 1901
	15	Pamphlets on immigrants
		Periodicals
	16	America Vol. 1 # 4, 1916
	17	The Children, 1914
29	1	The Community Center Bulletin, 1917 - 1918
	2	The Community Forum, 1917
	3	London Quarterly, 1957
	4	Tomahawk, 1925
	5	Unity, 1917
	6-14	Miscellaneous brochures, bulletins, pamphlets, and printed matter
		Newspaper Clippings and Related Materials (formerly scrapbooks)
30	1-5	1898 - 1903
31	1-5	1903 - 1905
32	1-7	1906 - 1908
34	1-6	1908 - 1909
35		1909
36		1911 - 1915 (flat box)
37	1-5	1914 - 1917
38	1-3	1917 - 1922
		Stadium Symphony Concerts
38	4-6	1919
39	1-5	1919 - 1921
40	1	1921
	2-3	Court of Special Sessions, 1927 - 1928
	4	Re: A.D. Juillard's Bequest, 1919
	5	Ukrainian Arts and Crafts, c1922
	6-8	Reprinted Articles

Box    Fol            **Series XIV. Financial records, 1898 - 1933**  
21 boxes, 26 volumes

**A. Correspondence, 1898 - 1925**

41    1-14            1898 - 1920  
42    1-10            1921 - 1925

Vol

**B. Contributions, 1918 - 1922**

Record of contributions

24                    1898 - 1906  
25                    1914 - 1917  
26                    1917 - 1920  
27                    1920 - 1925  
28                    1923 - 1927

Box    Fol

Correspondence

42    11-14            1918  
                          1919  
43    1-6                A-M  
44    1-5                N-Z  
                          1920  
          6-12            A-K  
45    1-7                L-Z  
                          1921  
          8-11            A-D  
46    1-10             E-Z  
47    1-7                1922  
          8                    Correspondence re: Laura Spellman Rockefeller Fund, 1915 - 1922  
          9                    Pan Press Inc., Contract, 1916 - 1917  
          10                   Circular Letters re: Contributions, 1898 - 1922  
48    1                    Deposit Sheets, 1913 - 1920  
          2                    Financial Campaign Account, 1917

Vol

**C. Account books, 1907 - 1932**

1                    1907 - 1910  
2                    1910 - 1913 (Cash book)  
3                    1910 - 1913 (Purchasing journal)  
4                    1914 - 1915  
5                    1915  
6                    1915 - 1917  
7                    1917 - 1919  
8                    1919 - 1921  
9                    1921 - 1923

10		1924 - 1928
11		1928 - 1932
15		Journal of accounts, 1900 - 1909
16		Journal of monthly bills, 1914 - 1922
<b>D. Ledgers, 1900 - 1922</b>		
12		1907 - 1908
13		1910 - 1914
14		1915 - 1922
<u>Box</u>	<u>Fol</u>	
<b>E. Statement of Balances, 1914 - 1921</b>		
48	3-9	1914 - 1917
49	1-12	1918 - 1921
<b>F. Specific Accounts, 1916 - 1930</b>		
50	1	Adult Education Programs. Financial Statements, 1923 - 1930
	2	Children's Chorus, 1916
		Community Work
	3	Juvenile Delinquency Investigation, 1913
	4	P.S. 40 Vacation Health School, 1917 - 1918
	5	Liberty Festival, 1918
	6	Nutrition Festival, 1918
	7	Cooper Union Activities, 1919 - 1920
	8	Recreation Fund & Gramercy Boys, 1919 - 1921
	9-10	Music League, 1912 - 1921
	11	National Association of Credit Men, 1917
		Needlecraft & Bobbin Guild
	12-14	1920 - 1921
51	1-3	Miscellaneous Receipts, 1920-1921
	4	Negro Toy Industry, 1919 - 1920
<u>Vol</u>		
		New York Training School for Community Workers
		Account books
17		1915 - 1917
18		1917 - 1919
<u>Box</u>	<u>Fol</u>	
51	5-6	Correspondence,
	7-8	Bills, 1915 - 1916
	9-10	Financial Statements, 1915 - 1916
		Stadium Concerts
52	1-2	Accounts
	3-4	Auditor's Statements, 1919 - 1921
<u>Vol</u>		
22		Accounts, 1919 - 1921
19		School of People's Institute, 1919-1925
20		Experimental Courses accounts, 1926 - 1927
21		Committee for Promotion of Community Centers, 1915 - 1916

23 New York Aquarium cash book and journal, 1902 - 1903

Box Fol

**G. Subscribers, 1912 - 1927**

52 5-8 1912 - 1921

53 1-7 1921 - 1927, n.d.

**H. Miscellaneous Financial Documents, 1912 - 1925**

54 1 Budget for the Fiscal Year, 1912 - 1913

2-4 Miscellaneous Contributions

5-6 Estimate Receipts for the Fiscal Year, 1914 - 1915

7 Estimate Expenditures and Receipts, 1916 - 1920

8-9 Salaries and Income Tax Forms, 1917 - 1922

10 Summary of Accounts, 1922

11 Assorted Accounts, 1920 - 1921

55 1-2 Auditors Statements, General Funds, 1915 - 1925

3 Drafts of letters; Notes to Contributors

4-11 Assorted Financial Documents

78 Financial volumes

79-80 Index cards re financial and membership matters

58 Petty Cash Books, 1918 - 1930 (6 vols)

**I. Bills, 1916 - 1932**

56 1-9 1916 - 1933

57 Bank Vouchers, 1926-1932

Box

59-63

**Series XV. Half Tone Printing Blocks**

5 boxes

The half tone printing blocks were used for various Institute publications. These blocks are not available for consultation.

Box    Unit ID

## **Series XVI. Photographs, 1908 - 1921**

### **A. Photographic prints**

8 boxes

Jessie Tarbox Beals and her husband and business partner Alfred Tennyson Beals were the principal photographers hired by the People's Institute to document its programs and activities. This series also includes several photographs taken by Lewis Hine. Most of the photographs were taken on the Lower East Side of Manhattan. A large portion of the photographs are devoted to children engaged in various activities.

The photographs of the Health School at P.S. 40 (1918) document the Institute's efforts to improve the health of European immigrant children living on the Lower East Side. The images include children being weighed and measured, scenes of mostly boys eating food, immigrant mothers with their children, and young girls dancing and playing on the roof of P.S. 40.

#### **1. Cooper Union, c1919 - 1921**

All pictures credited to Jesse Tarbox Beals or the Beals Studio.

- |    |     |  |
|----|-----|--|
| 64 | 1   | Great Hall. People's Institute Sunday evening free concert                         |
|    | 2   | Exterior view, one half hour before a People's Institute free Sunday Night concert |
|    | 3   | Audience watching group on stage dressed in European costumes                      |
|    | 4   | Exterior view  |
|    | 5-6 | Exterior of two sides of building  |
|    | 7   | Great Hall   |

#### **2. Stadium Symphony Concerts, c1919 - 1921**

All pictures credited to A. Tennyson Beals.

- |    |     |  |
|----|-----|--|
| 64 | 8-9 | People waiting in line to enter the Lewisohn Stadium at City College |
|----|-----|--|

#### **3. Boys engaged in physical activities and workshops, 1919-1920**

All pictures credited to A. Tennyson Beals, except #19 by unidentified photographer.

- |    |       |  |
|----|-------|--|
| 64 | 10-11 | Boys boxing in Gramercy Park Boys Club                                 |
|    | 12    | Boys playing indoor basketball   |
|    | 13    | Boys exercising before going into pool                                 |
|    | 14    | Boys in typewriting and shorthand class                                |
|    | 15-17 | Manual training group of Gramercy Boys Club                            |
|    | 18    | Gramercy Boys Club and the Madison Square Boys club at Christmas party |
|    | 19    | Boys playing   |

#### **4. P.S. 42, Bronx, NYC., June 13-17, c1920**

All pictures credited to Beals Studio.

- |    |    |                          |
|----|----|--------------------------|
| 64 | 20 | Basketball game          |
|    | 21 | Baseball game            |
|    | 22 | Handball game            |
|    | 23 | Start of basketball game |
|    | 24 | Broad jump and high jump |
|    | 25 | Shot put                 |

<u>Box</u>	<u>Fol</u>	
		<b>5. Other activities arranged by the People's Institute or Affiliates, c1919-1921</b>
		All pictures credited to Jesse Tarbox Beals, except #29 credited to Underwood and Underwood.
64	26	Boys in blackface
	27	Boys and girls cleaning school yard
	28	Boys engaged in construction work activities
	29	Girls dancing in East Side playground
		<b>6. Street scenes with children, c1908;1915-1921</b>
		Credits in parentheses when available.
64	30	Children playing in street (Published in The Sun)
	31	Child playing with go cart (J.H. Hare, Colliers Weekly)
	32	Girls playing hopscotch
	33	East Harlem Street Festival, c1915 (Krohn & Kollatz, photographers)
	34	Kick the can for which many children are arrested. Scene: boys playing in alleyway
	35	Typical gang of street urchins. Hells Kitchen
	37	Children playing in street under adult supervision (Krohn & Kollatz, photographers)
	38	May Pole Dance (M.P. World)
	39	Girls in bathing suits standing in water
	40	Boys in bathing suits standing in water
	41	Boys in playground
	42	Little Mothers at Hartford. Scene: Immigrant girls holding babies that are being bathed
	43	Little Childrens Village, Hartford, CT
	44	Concession stand
	45	Boys in camp jumping over high rope
	46	Boys waiting on line
	47	Boys bent over water bowl. Outdoor scene
	48	Boys at labor
	49	Boys outdoors (Beals)
	50	Child sleeping on stairs on top of newspapers (Lewis Hine for National Child Labor Committee)
		<b>7. Theatrical performances, c1907, 1919-1921</b>
		Credits in parentheses when available.
65	51-52	Bohemian Folk Dance (Lewis Hine)
	53	Scene from The Coming of Mary. Actors from The People's Art League Marionette Theatre
	54	Bufano and Sisti (Paul Thompson)
	55	Duel between Roland and the giant (Paul Thompson)
	56	The Magician summons the Devil (Paul Thompson)
	57	Two figures dressed in medieval armour (Paul Thompson?)
	58	Cast of unidentified play at Public School No. 63
	59	Two cast members of same unidentified play at Public School No. 63
	60	Man dressed in costume playing flute on stage (Miskin, NY)
	61	Three women posing with harp (Signature Ariel Boughton)
	62	Dance. Pandora's Box. West Side playground
	63	Group image of men and women dressed in European native costumes
	64-68	Rehearsal of Industrial dances for the Pageant of Labor (Jessie Tarbox Beals)



<u>Box</u>	<u>Fol</u>	
		<b>7. Theatrical performances</b> (continued)
64	69	Oedipus the King. Greek Theatre, NYC (Glessner, Morse & Geary, Inc. Kodak Dealers)
		<b>8. Musicians and Social Scenes, c1919 - 1921</b>
		Credits in parentheses when available.
65	70	Pleasure Club Band (Jessie Tarbox Beals?)
	71	Men's orchestra rehearsing at P.S. 63 (Edward W. Stitt)
	72-73	Henry Lefkowitz leading the Beethoven Orchestra (Jessie Tarbox Beals.)
	74	Day School orchestra under the direction of Mr. Jeffrey Harris (Jessie Tarbox Beals)
	75	Adult Dance indoors (Jessie Tarbox Beals)
	76	The Bankside Theater
	77-79	Outdoor stage at night. W.W. I military seated on stage. Background: NYC? (A. Tennyson Beals)
	80-81	Night time audience at unidentified event (A. Tennyson Beals)
	82	Girls in uniforms seated in theatre. Tier above adults (A. Tennyson Beals)
	83	Night dance for adults held in school court yard (A. Tennyson Beals)
	84	Audience attending music concert in Prospect Park, Brooklyn (Evening Post)
		<b>9. Buildings, c1920</b>
65	85	Capital at Albany, NY
	86	Capital in the District of Columbia
	87	Painting of exterior of Wisconsin Players Playhouse
		<b>10. Health School at P.S. 40, 1918</b>
		All pictures credited to Jesse Tarbox Beals.
66	88-89	Young girl in sailor's dress on scale
	90	Theodore Roosevelt weighs food scouts
	91	Nude child being weighed while doctor looks on
	92	Boy's respiratory system being checked by physician
	93	Boys lined up against wall being checked for weight gain
	94	Three girls lined up against the wall
	95	Mothers learn to eat the lunch the food scouts have been taught to like
	96	Close up of boy eating
	97-99	Boys eating
	100-101	Dr. Stark and a group of adults watch boys eat
	102	Mothers learning to cook nourishing food for their children
	103-105	Group, mainly girls, preparing to serve food
	106-107	Watching moving pictures of the war on outdoor screen in the school yard
	108	Chart stimulates the children's interest in gaining weight. Actual view: Blank sheets of paper with a child's name on top
	109-111	Playtime. Actual view: Girls in uniform dancing barefoot on roof of P.S. 40
	112-113	These children played in the fresh air and sunshine all summer. Actual view: Children playing in school yard
	114	Under nourished children need quiet occupation to get up to normal weight. Actual view: girls weaving rattan chairs
	115	Three o'clock in the Health School. No danger of these boys being sent to juvenile court. Actual scene: Boys repairing shoes
	116-117	Boys working in woodshop
	118	Food Scouts, P.S. 40

<u>Box</u>	<u>Fol</u>	
		<b>11. Food Conservation Work, 1918</b>
		All pictures credited to Jesse Tarbox Beals.
66	119 120	Food saving demonstration in the Gramercy District Another food conservation demonstration?
		<b>12. Health Work of People's Institute, c1918</b>
		All pictures credited to Jesse Tarbox Beals.
66	121 122 123 124	Building: Dept. of Health In conference with health consultant Interior of Dept. of Health Mothers, babies and toddlers
		<b>13. Red Cross, c1918</b>
		All pictures credited to Beals Studio.
66	125 126	A Red Cross workroom in Wingate Community Center Red Cross workers
67	127-130	<b>14. Troop 486, Manhattan</b>
		<b>15. Immigration Center</b>
67	131 132	Exterior view of Immigration Center in Manhattan People, seated waiting for assistance
		<b>16. Lincoln House. Toy and Needle Industry</b>
67	133 134 135	Several African-American sewing African-American woman seated in front of completed items on display Several African-American women sewing and cutting children clothes
		<b>17. Night School</b>
		All pictures credited to A. Tennyson Beals.
67	136-137 138	Men engaged in exercise Men engaged in gymnastics
		<b>18. Training School and The School of Philosophy</b>
		All pictures credited to Jesse Tarbox Beals.
67	139 140 141 142 143	Students (women) at the Training School Casting ballots at P.S. 41 The Game Room Saturday night with the School of Philosophy Emergency Corps. Social Center 63
		<b>19. Miscellany</b>
		All pictures credited to Jesse Tarbox Beals except where noted.
67	144 145 146 147 148 149 150 151 152 153	Exterior view of The Gramercy Community Clearing House Ukranian Club. Men engaged in shooting pool (A. Tennyson Beals) Governing Board of the Woodside (Queens) Community Council (unidentified photographer) Unidentified meeting Empty room with chairs facing blackboard Skyscraper view of NYC Block of The Committee on Unadjusted Children, 217 E. 22nd St., NYC Barber Shop polling place (unidentified photographer) Sign above store: Stanton Extra Beer (Hine Photo Co.) Parade. Flower covered car (unidentified photographer)

<u>Box</u>	<u>Fol</u>	
		<b>19. Miscellany (continued)</b>
67	154	Children playing on equipment
	155	Tenement apartment
	156	Group of children standing on wagon
	157	Man and children seated facing camera (unidentified photographer)
	158	Roma (gypsies) (unidentified photographer. postcard)
		<b>20. Pageant of Nations, June 6, 1914</b>
		Credits in parentheses when available.
68	159	Bohemians
	160	Hungarian Dance (International News Service)
	161	Germans in native costumes
	162	Group of Swiss peasants (International News Service)
	163	Maypole Dance (International News Service)
	164	Group of Bohemian children
	165	Group of women dressed in costumes representing various themes (International News Service)
	166	Crowds of people watching dancing from tenements (Underwood & Underwood)
	167	Indian Braves marching (Europeans dressed in pseudo native costumes) (Underwood & Underwood)
	168-169	Two different photoprints of the full pageant
	170-171	Yorkville Social Center. June walk, 1915
	172	People dancing in the street at night. Pageant? (Jessie Tarbox Beals)
69	173	Girls marching down the street with Maypole (Underwood & Underwood)
	174	Girls marching three and four abreast in native costumes (Underwood & Underwood)
	175	Asembly of the Pageant
	176-178	Male dancers taking to the field
	179	Children dressed as Indian braves
	180-181	Pageant viewed from distance
	182	Large group of spectators watching dancers
	183-184	Pageant participants lined up around field
	185-186	Girls with maypole dancing on field
		<b>21. Individuals</b>
70		Smith. Charles Sprague
		Martin, Everett Dean
		Dubeota, Gerard. Baritone
		Fleurel, Julia
		Freeman, Miss?
		Hamlin, Miss
		Lgungkwist?, Samuel
		Maitland, Robert
		Paugraz, Francis A
		Reicher, Emanuel
		Reimes, Paul
		Richardson, Martin
		Torpadie, Greta. Soprano
		Photoprints of unidentified men and women
		Unidentified boy (Jessie Tarbox Beals)

Box    Fol

71

**22. Miscellaneous Photoprints, c1920**

Several photoprints of Ukrainian arts & crafts  
A street in Lower East Side showing congestion (Jessie Tarbox Beals)  
Children standing on wagon, c1920 (Jessie Tarbox Beals)  
Outdoor stadium filled with people (Drucker & Balt)  
A colossal kid chorus (Howard Cox)  
Inter-Community singfest  
Music recitals

**B. Glass Plate Negatives with copy prints**

4 boxes

The 60 glass plates and the postcard reproductions of the plates in this subseries were taken by Sidney Ateller of immigrant children's pageants and other activities in Chicago, 1914-1915.

All of the glass plates were reproduced as postcards. Researchers are advised to consult the copies of the postcards before consulting the original postcards. Original glass plates are available for consultation only with curator's permission. A few images of the glass plates are duplicated in subseries A. Photographic Prints.

72

Photocopies of postcards reproduced from glass plates

73

Postcards reproduced from glass plates

74

Glass Plates (Restricted: consult photocopies or postcards)

75

1-35  
36-60

76-77

**C. Lantern Slides**

2 boxes

The lantern slides were made from the photographic prints in subseries A. They are arranged by subject with the exception of a quarter of the slides directly credited to Jessie Tarbox Beals and her husband Alfred Tennyson Beals. Some of the slides are colored.

Restricted: consult photographic prints. Originals available only with curator's permission.