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Guide to the R.R. Donnelley & Sons Company Archive 1844-2005



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Descriptive Summary

Identifier	ICU.SPCL.DONNELLEY
Title	R.R. Donnelley & Sons Company. Archive
Date	1844-2005
Size	1656 linear feet (989 boxes, 14 drawers, 4 items)
Repository	Special Collections Research Center University of Chicago Library 1100 East 57th Street Chicago, Illinois 60637 U.S.A.

Abstract Founded in Chicago in 1864 by Canadian immigrant Richard Robert Donnelley, R.R. Donnelley & Sons Company is a leading global provider of printing and print-related services. The archive contains business records, product samples and promotional material, biographical files and personal papers, historical writings and oral histories, artifacts, and thousands of documentary photographs. While the material in this collection is concentrated in the twentieth century, the content of the archive spans over 140 years of RR Donnelley's development, and contextualizes the company within both the history of printing and the history of Chicago.

Acknowledgments

The R. R. Donnelley & Sons Company Archive was presented as a gift to the University of Chicago by RR Donnelley. Initial processing of the Archive was undertaken by Kim Coventry while the records were held as a corporate archive at RR Donnelley. Following the gift of the Archive to the University of Chicago, Maija Anderson and staff of the Special Collections Research Center completed processing of the records.

Information on Use

Access

Series XI, IXX and XX contain audio, film, video, and digital material. Access copies are not included for this material. Researchers will need to consult with staff before requesting this material.

The collection contains RR Donnelley product samples that are preserved as artifacts in their original packaging. Packages may be opened only in consultation with staff.

The remainder of the collection is open for research, with no restrictions.

Citation

When quoting material from this collection, the preferred citation is: R.R. Donnelley & Sons Company. Archive, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

Historical Note

Richard Robert Donnelley (1836-1899), born in Hamilton, Ontario, arrived in Chicago in 1864 to apply his trade as a journeyman printer with the firm of Church and Goodman, Steam Printers. He was an ambitious and entrepreneurial young man, and in the next several years he entered into numerous partnerships - and endured more than one bankruptcy - in the city's growing printing industry.

A major turning point in Donnelley's fortunes came in 1871. Several days after losing both his business and his home in the Great Chicago Fire, he boarded a train to New York with only a few dollars and a letter of introduction. His mission was to secure financing and purchase printing equipment to re-establish himself in the printing business.

The outcome of his trip is one of countless success stories that came in the aftermath of the Chicago Fire. In New York, Donnelley was extended credit based solely on his reputation. He purchased the most modern presses available and leased temporary space in Chicago's Loop, which was being rebuilt with unprecedented speed. In taking these steps, Richard Robert Donnelley also helped to ensure that Chicago would become the printing center of the West.

By the 1870s, Donnelley's printing firm established a reputation for quality that quickly made him one of the largest book, directory and periodical printers in the West. Another important person in this story was Donnelley's wife, Naomi Ann Shenstone Donnelley (1845-1934), who was equally determined that the family company would grow into a major force in the printing industry.

In 1882, Richard Robert Donnelley purchased his partners' interest in the company that was then known as Donnelley, Gassette and Loyd, and renamed it for the last time. On May 19, 1890, the enterprise was reincorporated and became "R.R. Donnelley and Sons Company."

Donnelley added many of Chicago's most prestigious accounts to his customer list. They included the Chicago Telephone Company, Montgomery Ward and Company, Lyon and Healy, The University of Chicago, Deering Harvester Company, American Radiator Company, The Caxton Club, S.C. Griggs and Company, A.C. McClurg and Company, Herbert S. Stone, McCormick Harvesting Machine Company, Marshall Field and Company, Carson Pirie Scott and Company, The Chicago Club, and many others.

RR Donnelley published and printed the Lakeside City Directory of Chicago in the 1870s. Richard Robert Donnelley believed, however, that publishing and printing should be managed separately, and in 1881 established the Chicago Directory Company as a distinct enterprise. In 1886, these companies undertook to produce directories for the Chicago Telephone Company. The first Chicago Telephone Directory produced by Donnelley's new firm included a classified section, a new concept in telephone directories and predecessor to what is now the Yellow Pages.

In 1887, Donnelley's eldest son Reuben Hamilton Donnelley (1864-1929), became manager of this publishing subsidiary, and by 1917 it was incorporated as the Reuben H. Donnelley Corporation, an independent publisher of telephone directories.

As Chicago grew in the last quarter of the 19th century, RR Donnelley grew with it. The company was among the first American printers to consolidate all aspects of the printing process under one roof. In 1897, Donnelley hired the young architect Howard Van Doren Shaw to design a new facility at the corner of Plymouth Court and Polk Street on what is now Chicago's Printing House Row. The new Plymouth Court building was fully outfitted with state-of-the-art equipment: a typesetting machine, Miehle press, perfect binder, Smythe sewing machine, and rotary press with folding delivery. This was to be the first of three manufacturing plants that Shaw would design for the company. Each time the buildings were more modern in concept and design than the printing industry had previously known.

With the death of Richard Robert Donnelley in 1899, his son Thomas E. Donnelley (1867-1955) assumed the presidency of the company. The younger Donnelley's talent as a salesman, commitment to quality craftsmanship, and vision of the future led RR Donnelley into the new century.

Among the early milestones of T.E. Donnelley's presidency was the beginning of the Lakeside Classics series in 1903. This tradition continues as an annual gift to employees, customers, and friends, and demonstrates the premier craftsmanship of the company's typographers, printers, and binders. Appropriately, the first Lakeside Classics title was the Autobiography of Benjamin Franklin, "patron saint" of American printers. Subsequent titles have been selected from American historical memoirs. Lakeside Classics are now highly collectible.

In 1908 T. E. Donnelley's quest for quality craftsmanship led to the creation of one of the first apprentice training schools in the country. Boys "of special promise and ability" were admitted to a seven-year apprenticeship consisting of "craftsmanship combined with cultural studies." In creating this school RR Donnelley established an enduring tradition of training its own craftsmen.

The company maintained a leadership role in many areas of printing throughout the first decades of the 20th century. In 1909, RR Donnelley printed architect Daniel Burnham's landmark treatise on urban planning, the Plan of Chicago. And in 1910, RR Donnelley established a long relationship with Encyclopaedia Britannica when it began work on its new Eleventh Edition. By 1912 the company had outgrown its facility on Plymouth Court. Architect Howard Van Doren Shaw was commissioned to design a new plant at Calumet Avenue and 22nd Street. Built in several phases over the course of 17 years and completed in 1929, it was considered the "largest building in the United States devoted to the production of printing." The case bindery could produce 25,000 books a day, while the mail-order bindery had a capacity of several hundred thousand catalogs and telephone books per day.

In 1921, a new manufacturing facility, also designed by Shaw, was opened in Crawfordsville, Indiana, to print the Indianapolis Telephone Directory. It was the first company facility outside of Chicago, and this expansion foreshadowed a long-time commitment of RR Donnelley to serve its customers better by establishing itself in proximity to them.

RR Donnelley also established itself as the leader in commercial graphic design and typography. In 1922 the company hired William A. Kittredge (1891-1945), one of the leading graphic artists of his time, to direct and develop the Department of Design and Typography. The department set new standards in commercial graphic design, placing RR Donnelley at the center of this important field for more than three decades.

In 1923 the company hired well-known British bookbinder Alfred de Sauty (1870-1949) to direct the newly formed Extra Bindery. RR Donnelley was one of the first commercial printers in America to employ a staff devoted to this old-world craft. The Extra Bindery distinguished itself in hand binding and also in graphic conservation. Notable commissions included the conservation of J.J. Audubon's folio edition of Birds of America, four of the twenty-three known copies of the first printing of the Declaration of Independence, a leaf from the Gutenberg Bible, the papers of John Quincy Adams, and correspondence of Abraham Lincoln. Fine bindings by RR Donnelley's Extra Bindery continue to be sought by collectors.

In the late 1920s, RR Donnelley sought to capture the burgeoning mass-readership book market. As part of this effort the company undertook its famous "Four American Books" project, wherein RR Donnelley published and printed limited editions of Poe's Tales, Thoreau's Walden, Dana's Two Years before the Mast, and Melville's Moby Dick. The purpose of this project was promotional - to demonstrate that American books of the highest quality could be produced entirely by an American printer using all American illustrators, typefaces, paper, and machinery. This printing of Moby Dick, illustrated by Rockwell Kent, is recognized as one of the most famous editions of this classic work. Today all four books of the series are coveted by collectors and stand as examples of the highest quality in mass-market printing.

RR Donnelley made another indelible mark on the cultural history of Chicago when it won the contract to be the official printer of the Century of Progress Exposition in 1933. Guidebooks, post cards, brochures, programs, and other printed material for the world's fair were integral to one of the most important expositions of modern design.

RR Donnelley pioneered the fields of industrial engineering research and development in the printing industry. An example of the company's emphasis on technology was the development of heat-set printing in 1936, which was essential in the production of a new weekly news magazine, Henry Luce's *Life*. For the first time a high-quality illustrated weekly periodical could be produced on high-speed web-fed presses. The close relationship between RR Donnelley and *Life*, whose circulation grew as no magazine before, was demonstrated again in 1946 when the company began construction of a second Chicago manufacturing facility, South Plant, devoted entirely to the production, printing, and distribution of the nation's greatest illustrated magazine.

Charles C. Haffner, Jr., (1895-1979), son-in-law of T.E. Donnelley, was named Chairman of the Board in 1952, and headed the company through its period of post-war growth. Recognizing the need for substantial capitalization, Haffner presided over the company's first public offering in 1956. Haffner discussed the move in terms of a long-time fundamental commitment: "Growth is basic at Donnelley's, for we believe that a business that is not growing is already beginning to decay."

In the decades that followed, RR Donnelley experienced expansion that assured its leadership in the world printing market. New manufacturing plants were opened in Willard, Ohio (1956); Warsaw, Indiana (1958); Lancaster, Pennsylvania, with the purchase of Rudisill Printing Company (1959); Old Saybrook, Connecticut (1960); Mattoon, Illinois (1967); Dwight, Illinois (1968); Glasgow, Kentucky (1970); Gallatin, Tennessee (1975); Harrisonburg, Virginia (1979); and Spartanburg, South Carolina (1979).

During these years major contracts were signed or renewed with National Geographic Society; Time, Inc.; Sears, Roebuck and Company; J.C. Penney; New Yorker Magazine, Inc.; Lane Publishing, Inc.; Condé Nast; Cowles Communication, Encyclopaedia Britannica, Inc., and many other important publishing concerns.

Gaylord Donnelley (1910-1992), second son of T. E. Donnelley, became Chairman of the Board in 1964. His long career in the family business began in 1927 as an apprentice. Gaylord Donnelley subsequently held many positions with the company, and he chronicled his career with the company upon his retirement as Chairman in 1975 with the publication of a richly personal memoir, *To Be A Good Printer*. In it he wrote: "It seems abundantly clear that the philosophy, policies, standards, and practices that have evolved during the history of our company have now as much value as ever, possibly more. While we have held to them firmly, we have also adapted them as needed to the ever-changing scene in our industry and society."

In the mid-1970s RR Donnelley engineers once again made history when they developed Selectronic ink-jet printing and binding. This technology made it possible for publishers to selectively control the editorial and advertising content of each copy of a periodical edition based on subscriber profile.

In 1975, Charles W. Lake, Jr. (b.1918) became the first person outside the Donnelley family to be named Chairman of the Board. Charles Lake had been Director of Engineering and Research Development, a position he assumed in 1956, and his focus on technology blended perfectly with the company tradition of excellence. "Our Company has earned its reputation as 'The House that Quality Built' on the strength of the quality we put into every step of every operation," Mr. Lake said in a 1966 speech. "The future success of our business will depend on how well we maintain and improve our reputation for total quality."

In 1978 RR Donnelley simultaneously became a coast-to-coast and worldwide printing concern when it expanded into Los Angeles, California and York, England. One year later, in 1980, RR Donnelley reached the billion-dollar mark in annual sales. Two years later the company began satellite transmission between the United States and the United Kingdom. RR Donnelley was the first printing company to utilize this technology, and the trans-oceanic link placed the company at the center of the highly competitive financial and legal printing market. In 1983 the Financial Printing Services Group was created in response to this growth, and in 1984 the satellite network was extended to the Far East.

In the early 1980s RR Donnelley's Technical Documentation Services began serving the personal computer industry, reproducing software, and printing user manuals. RR Donnelley expanded its range in this international market with a new plant in Singapore to serve the Far East.

John B. Schwemm (b. 1934) served as Chairman of the Board from 1983-1988. "Quality," said Schwemm, "should characterize our manufacturing methods. Quality should be evident in the people we hire and in the training we give them. And, quality should be exercised at all levels of management. We must use great care so as not to give less attention to the foundation of quality than did our predecessors." In 1987, under Schwemm's leadership, RR Donnelley acquired Metromail Corporation, a provider of list and list enhancement services.

In 1983 RR Donnelley's Financial Printing Services Group undertook the mammoth printing contract associated with the ATandT divestiture prospectus. It was the largest financial printing, binding, and distribution job of its time, with 3.6 million copies. In the 1980s, the Financial Printing Services Group opened offices in Paris, Seoul, Mexico City, and Hong Kong to serve the financial documentation needs of multinational corporations.

The ability to anticipate future needs of its customers always has been an RR Donnelley strength. As the company moved into electronic communication, mailing and distribution, database and list management, and other auxiliary services, it became a leader in diverse aspects of tomorrow's communications technology.

In 1989 John R. Walter (b. 1947) became the seventh Chairman of the Board. Shortly after assuming the position, he discussed RR Donnelley's future and outlined the company's three key priorities: 1) To establish, communicate and manage the strategic vision, direction and plan; 2) to make decisions on the intelligent investment of our capital for a long-term return; 3) to continue to identify and develop the people who will successfully lead this company into the 21st century.

RR Donnelley expanded to Mexico in 1989 when ground was broken for a new book printing plant in Reynosa. In 1990 RR Donnelley made its largest (\$550 million) acquisition to date by purchasing Meredith/Burda, a major catalog and magazine printer with operations throughout the U.S.

In 1992 the company relocated its corporate headquarters to The RR Donnelley Building at 77 West Wacker Drive. This move consolidated many corporate functions under one roof and placed RR Donnelley in the heart of Chicago's business district.

In the early twenty-first century, RR Donnelley is a Fortune 500 company, and among the world's leading providers of printing and print-related services to publishers, manufacturers, retailers, financial institutions and technology companies.

Scope Note

In 1993 R.R. Donnelley and Sons Company undertook a major initiative to preserve its 130-year history, and to make that history broadly accessible to individuals both inside the company and outside. This effort took form as the Archives Project, to arrange and describe voluminous historical records in the company's possession, and to create a company archives that would be useful immediately and far into the future.

RR Donnelley's role in the development of and impact on mass communication is documented in the company archives. Researchers of printing and technology, Chicago history, advertising and communication, graphic arts, fine binding and conservation, and many other related fields will find the R.R. Donnelley and Sons Company Archives a valuable source.

The R.R. Donnelley and Sons Company Archive contains text materials such as correspondence, manuscripts, legal documents, oral and written histories, advertising, and customer product

samples dating from the mid-nineteenth century to the present. A wealth of visual material includes photographs, artwork, product samples, and artifacts.

The collection is organized into twenty series. Series I through XII were the first parts of the collection to be formally processed by RR Donnelley, and contain many textual and visual documents that highlight important developments in the company's history. Series XIII through XX were organized afterwards, are concentrated in the mid- to late-twentieth century, and emphasize routine production and business at the company.

Series I: Biographical Files, includes material on members of the Donnelley family, as well as employees and other individuals affiliated with the company. The information found in these files tends to be general in nature, and is most useful as a source for basic textual and visual information about an individual. Materials found in this series, which date from the late nineteenth century to the late twentieth century, include correspondence, publications, photographs, resumes, and work samples

Series II: Business Records, includes administrative and operational documents dating from the founding of the company to the mid-1990s. This series represents an incomplete record of the company's activities, but is a strong source of information on plants and facilities, the company's organizational structure, acquisitions and subsidiary companies, and *The Printer*, one of the company's magazines. It also contains selected financial records, patents, management documents, guides, personnel records and memorabilia.

Series III: Company Advertising, contains samples of material created by RR Donnelley to promote its own services. The items in this series date from the company's founding to the late twentieth century, and also include a small number of pieces advertising Richard Robert Donnelley's earlier business partnerships. Because the company used these pieces to highlight its own printing capabilities, the samples in this series tend to exemplify high-end printing and design, while demonstrating the company's marketing strategies.

Series IV: Customers and Products, collects RR Donnelley's files on its clients, including samples of products (usually called "job samples") that it printed for them. These samples number in the thousands, and are found in several subseries of this series. This series also includes business records such as contracts and agreements, correspondence, photographs, and collections of historical background material on individual customers. Material on major clients such as Time-Life, Inc., Sears Roebuck and Company, and Encyclopaedia Britannica, Inc. are found in this series, as are selected samples. This series is a particularly rich source of material printed by the company in the 1920s-1950s.

Series V: Apprentice Schools and Training Programs, documents RR Donnelley's School for Apprentices and other formal employee training efforts. This series contains teaching material, work samples, photographs and student records from the original School for Apprentices located in Chicago. Material from a second apprentice program centered at the company's Crawfordsville, Indiana plant is included in separate files. Also found in this series are course material, certificates, photographs and other records of later training and professional development programs. Most of the material in this series dates from the early to mid-twentieth century.

Series VI: Exhibitions, contains material related to exhibitions of fine art, book arts and graphic design, which were held at RR Donnelley beginning in 1930. This series contains catalogs, invitations, broadsides, photographs and correspondence and other material related to exhibitions at RR Donnelley, focusing particularly on those held at the Lakeside Press Galleries from 1930 to 1962.

Series VII: Historical Writings and Research, demonstrates RR Donnelley's deliberate efforts to document its past. The foundation of this series is the work of Herbert P. Zimmerman, a former RR Donnelley executive who in the mid-twentieth century undertook an extensive study of the company's history. This series contains drafts and typescripts of historical writings by a variety of researchers, as well as primary and secondary source material such as correspondence, publications and photographs. Personal recollections of employees, including transcripts of oral histories, are also found in this series.

Series VIII: Personal Papers, represents several RR Donnelley executives and prominent employees, including C.F. Beezley, Jr., Igor de Lissovoy, Alfred de Sauty, Gaylord Donnelley, Thomas Elliott Donnelley, Carl Doty, Charles C. Haffner, William A. Kittredge, Charles W. Lake, Edward R. Lhotka, and C. Prentiss Smith. This series includes correspondence, publications, design samples, photographs, manuscripts, and memorabilia. As well as providing insight into the individuals represented, this series is also an excellent source of mid-twentieth century material related to management strategy, employee development, and product design processes.

Series IX: General Records, contains materials collected under about seventy specific topics significant to the history of RR Donnelley, or to the history of printing in general. Many of the headings correspond to departments of the company, clients, events, printing processes, types of products, and special projects. Much of the material in this series consists of RR Donnelley advertising pieces and other promotional items; also found are photographs, correspondence, reports, customer job samples, and artwork. When possible, material in this series should also be viewed in conjunction with more detailed files found elsewhere in the collection. However, this series contains the collection's strongest representations of the Century of Progress; Extra Bindery and Graphic Conservation; financial printing operations; the Memorial Library and Training Library; data on printing presses operated in the company's plants; the development of

the Indian head printer's mark and logo; the Four American Books; and electronic and digital printing processes developed in the 1970s-1990s.

Series X: Training Library Collection, consists of print materials drawn from the collections of this company resource. While some of the items in the Training Library were printed by RR Donnelley, many were created by other firms and collected by the library as examples for staff training. The material in this series contains hundreds of samples of fine and specialty print items from the early and mid-twentieth century. The series also contains "everyday" ephemeral pieces such as maps, brochures and travel guides. The Special Collections Research Center also holds books drawn from the Training Library, which are cataloged in the Rare Books Collection.

Series XI: Photographs and Audio-Visual Material, spans over 100 years of company history, and represents the richest and most cohesive visual documentation of the company. Subjects such as printing technologies, employee activities, and facilities are documented through thousands of photographs. Audio material, including oral history recordings, are included here, as are videos and films on a variety of subjects.

Series XII: Artifacts, Artwork and Ephemera, contains print materials, visual art pieces, and objects collected for their artifactual value. This series contains samples of paper goods and other supplies used at the company, catalogs and samples of company-branded promotional merchandise, printing artifacts, signs, artwork, customer job samples, and catalog card files. A selected group of customer job samples collected as artifacts, such as boxed and wrapped copies of Four American Books titles, are also included in this series. Many of the items in this series are unidentified and undated.

Because material related to a single topic will usually be found in several different series within the collection, most researchers will find it necessary to browse or keyword-search the inventories to locate all relevant material. For example, while Series V is dedicated to records of the School for Apprentices, important related material is also found in Series VIII and Series XI. In reviewing the inventories, it is important not to overlook oversized materials, artifacts, books, and other unusual items that are often found at the end of series or subseries of the collection.

Series XIII: Corporate Management, documents the development of RR Donnelley as a corporation, from its establishment as a family-owned company in the nineteenth century, to its position as a global, publicly traded firm. This series represents the company's financial conditions, administrative structure, management strategies, and corporate policies. Documents in this series spans the years 1869-2000, and include annual reports, material for speeches and presentations, organization charts, manuals, financial and legal material, personal papers of executives, meeting minutes and agendas, correspondence and publicity material.

Series XIV: Advertising and Promotions, documents RR Donnelley activities related to marketing its services to clients and the public. Included are materials from advertising campaigns, public events, and industry conferences. Material in this series spans the years 1925-2002, and includes samples of company advertisements; samples of promotional gifts such as print portfolios, facsimiles of historic documents, and framing prints; files on the production and distribution of the Lakeside Classics series; exhibition catalogs; invitations; brochures; service directories; customer newsletters; service guides; internal market analyses; and related notes, correspondence and production specifications.

Series XV: Customers and Products, is the largest series in the R.R. Donnelley & Sons Company Archive, and contains samples of thousands of products RR Donnelley printed for its customers, as well as material related to customer relationship management. This series spans the years 1869-2002; however, material is heavily concentrated in the late twentieth century. Items in this series include samples of magazines, catalogs, books, direct mail advertisements, financial documents, telephone directories, product packaging, pamphlets, manuals and other products printed by RR Donnelley. It also includes job specifications, reports, contracts, and correspondence with customers.

Series XVI: Communications and Media Relations, contains material related to internal communication at RR Donnelley, as well as external communications to news media. The contents document business developments, internal news, and corporate policies. Material in this series spans the years 1907-2002, and includes company magazines and newsletters, clippings, announcements, news releases, memoranda, directories, pamphlets, brochures, editorial material, historical research and oral history transcripts

Series XVII: Personnel, consists of material related to RR Donnelley's development and management of its workforce. Included in this subseries is a large collection of files on labor relations at RR Donnelley. This series also contains material documenting employee clubs, associations, activities and special events. Material in this series spans the years 1904-1999, and includes

brochures, pamphlets, handbooks, instructional materials, correspondence, policy statements, reports, newsletters, broadsides, announcements and memorabilia.

Series XVIII: Facilities and Operations, documents RR Donnelley buildings, properties, and facilities, as well as day-to-day printing operations that formed the core of the company's activities. Material in this series spans the years 1872-2000, although material is heavily concentrated in the mid- to late twentieth century. This series contains architectural and mechanical drawings, deeds and leases, site surveys, patent applications, operational reports, procedure manuals, equipment instructions and specifications, typeface specimens, and related correspondence.

Series IX: Photographs, Audio-Visual and Digital Media, consists of visual, audio, and multimedia documentation of RR Donnelley's employees, facilities, equipment, products, promotional efforts and communications programs. This series spans the years 1871-2000, with material heavily concentrated in the mid- to late-twentieth century. Formats in this series include photographs, film reels, video recordings, microfilm rolls, floppy disks, CD-ROMs and multimedia kits.

Series XX: Artifacts, Artwork and Memorabilia, contains items collected for their value as visual or physical documents, as well as material commemorating special achievements and events. Material in this series spans the 1870s-2000s, and includes supplies, tools and equipment, fragments of machinery, architectural artifacts, paintings, drawings, prints, samples of products and printing technology output, promotional items and decorative objects.

Related Resources

The following related resources are located in the Department of Special Collections:

<http://www.lib.uchicago.edu/e/spcl/select.html>

Rare Books Collection

University of Chicago Press. Records

Subject Headings

- Beezley, Charles F., Jr.
- De Lissovoy, Igor
- De Sauty, Alfred
- Donnelley, Elliott
- Donnelley, Gaylord
- Donnelley, Naomi Ann Shenstone
- Donnelley, Reuben Hamilton, 1864-1929
- Donnelley, Richard Robert, 1836-1899
- Donnelley, Thomas Elliott
- Doty, Carl
- Haffner, Charles C., Jr.
- Kittredge, William A.
- Korling, Torkel
- Lake, Charles W.
- Lhotka, Edward R.
- Ruzicka, Rudolph, 1883-
- Smith, C. Prentiss
- Zimmerman, Herbert P
- R.R. Donnelley and Sons Company
- Caxton Club

- J.C. Penney Co.
- Lakeside Press
- Lakeside Press Galleries
- Montgomery Ward
- R.H. Donnelley
- Sears, Roebuck and Company
- Time, Inc.
- Advertising
- Apprentices
- Apprenticeship programs
- Architecture -- Illinois -- Chicago
- Bookbinding
- Bookplates
- Branding (Marketing)
- Catalogs -- Printing
- Century of Progress International Exposition (1933-1934 : Chicago, Ill.)
- Commercial art
- Direct marketing
- Employees' magazines
- Encyclopaedia Britannica
- Fine books
- Graphic design (Typography)
- Industrial relations
- Letterpress printing
- Life (Chicago, Ill.)
- National Geographic
- New Yorker (New York, N.Y. : 1925)
- Occupational training
- Offset printing
- Packaging
- People Weekly
- Printers
- Printers' marks
- Printing industry
- Printing -- Books
- Printing -- Encyclopedias
- Printing -- Exhibitions
- Printing -- Periodicals
- Printing -- Specimens
- Printing plants
- Printing presses
- Public relations
- Publishers and publishing
- Sports Illustrated
- Telephone -- Directories
- Near South Side (Chicago, Ill.)

INVENTORY

Series I: Biographical Files

This series contains biographical files on members of the Donnelley family, as well as on individuals affiliated with the R.R. Donnelley and Sons Company. The series is further divided into four subseries.

Subseries 1: Donnelley Family, consists of correspondence, articles, calling cards, memorials, publications, honors and awards, photographs and other material related to the Donnelleys and some extended members of the family. Oversize material from this subseries has been transferred to Subseries 4.

Subseries 2: Company Officers ca. 1980s-1990s, holds resumes, photographs, and other personnel material (Biographical material on many earlier officers of the company may be found in Subseries 3). Oversize material from this subseries has been transferred to Subseries 4.

Subseries 3: General, includes files on employees, board members, individuals closely associated with the company, and other notables. This subseries contains a wide variety of material, including correspondence, photographs, publications, work samples, and personal papers. Oversize material from this subseries has been transferred to Subseries 4.

Subseries 4: Oversize Material and Artifacts, contains material transferred from Subseries 1-3. Material in this subseries may be traced to its original location through the descriptive folder headings.

Additional biographical and personal information on individuals and families affiliated with RR Donnelley can be found in Series VIII. Hundreds of photographs of individuals and groups, most of which are not duplicated in this series, are found in Series XI.

Subseries 1: Donnelley Family

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Richard Robert Donnelley

Box 1

Folder 2

Richard Robert Donnelley, photographs

Box 1

Folder 3

Richard Robert Donnelley, photographs and negatives

Box 1

Folder 4-5

Naomi Ann Shenstone Donnelley

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Folder 6

Naomi Ann Shenstone Donnelley, photographs

Box 1

Folder 7-8

Thomas Elliott Donnelley, 1867-1955

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Folder 9

Thomas Elliott Donnelley, newspaper clippings

Box 2

Folder 1

Thomas Elliott Donnelley, group photographs

Box 2

Folder 2

Thomas Elliott Donnelley, photographs

Box 2

Folder 3

Naomi Donnelley

Box 2

Folder 4

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Box 2

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Gaylord Donnelley

Box 2

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Gaylord Donnelley, lectures, speeches and articles

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Gaylord Donnelley, conservationist activities

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Gaylord Donnelley, Christmas cards

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Gaylord Donnelley, service on Carrier Air Group Nine, 1942-1944

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Folder 3

Gaylord Donnelley, publication of To Be a Good Printer

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Gaylord Donnelley, publication of To Be a Good Printer, Japanese translation

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Gaylord Donnelley, tribute publication, 1975

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Gaylord Donnelley, retirement issue of The Printer, 1975

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Gaylord Donnelley, obituaries and memorials

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Gaylord Donnelley, memorial booklet

Box 3

Folder 9

Gaylord Donnelley, Gaylord Building, Lockport, Illinois

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Folder 10

Gaylord Donnelley, Gaylord and Dorothy Donnelley Foundation

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Folder 11

Gaylord Donnelley, inventory of material stored at 77 West Wacker Drive, 1995

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Gaylord Donnelley, lists of selected reference in books in personal office library

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Gaylord Donnelley, photographs

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Gaylord Donnelley, Christmas cards

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Elliott Donnelley, adjustable dunnage apparatus patent, 1951

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James R. Donnelley, photographs

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Reuben Hamilton Donnelley, Donnelley and the Yellow Pages: A Centennial History, 1986

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Laura Thorne and Thorne family

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Thorne Donnelley

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Charles C. Haffner, Jr., clippings

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Charles C. Haffner, Jr., retirement congratulations from notables, 1964

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Charles C. Haffner III, photographs

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Publications, Elliott Donnelley: Printer, Philanthropist, Patron, Parent

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Publications, Reuben H. Donnelley: Funeral Services

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Publications, Gaylord Donnelley, To Be a Good Printer

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Publications, Benjamin Shenstone, Minutes in Reference to My Leaving England

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Publications, Warren Ripley, The Battle of Chapman's Fort

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Publications, Warren Ripley, The Battle of Chapman's Fort

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Naomi Ann Shenstone Donnelley, duplicate photographs from family album

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Richard Robert Donnelley, duplicate photographs from family album

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Series II: Business Records

This series contains administrative and operational records of the R.R. Donnelley and Sons Company, dating from its founding to the mid-1990s. In order to distinguish among the wide variety of records found here, the series is further divided into nine subseries.

Subseries 1: Plants, Divisions and Acquisitions, contains advertising and product samples, photographs, architectural drawings, and business records related to a specific location, administrative unit, or subsidiary company. This subseries is arranged alphabetically, with headings corresponding to the names of buildings, divisions, companies, or geographical locations. Oversize material has been transferred to Subseries 9.

Subseries 2: Company Magazine, collects records of the company's long-running internal publication. This publication underwent several changes in title, beginning as Lakeside Press (1916-1934), and continuing as Lakeside News (1935-1958), Lakeside Review (1959-1964), The Donnelley Printer (1965-1986), and The Printer (1987-1995). The bulk of this subseries consists of chronological files of editorial photographs of The Printer, dating from 1974-1995. Material in these files includes thousands of editorial photographs, negatives, slides and contact sheets, organized according to the issue of the magazine in which they appeared. Included with these photographs are proofs, dummy copies, and samples of the magazine. Much of this material is artifactual in nature, with photographs clipped or laid into mock-ups of magazine issues. A relatively small amount of administrative material, product samples and editorial files, dating from the 1940s through the 1990s, make up the remainder of this subseries. This series does not contain large or cohesive collections of samples of the magazine itself. Oversize material has been transferred to subseries 9.

Subseries 3: Financial, contains ledgers, tax forms, reports, leases and other records of the company's financial activities. This series does not supply a thorough record of the company's financial condition over time; rather, the materials document a variety of transactions at different points in the company's history. Oversize material has been transferred to subseries 9.

Subseries 4: Patents, consists mainly of patents granted to the company between 1953 and 1993. Also included in this subseries are lists of patents, and files on patent agreements.

Subseries 5: Administration, contains management- and executive-level business records, such as contracts, reports, and management studies. Organization charts are also found in this subseries. Oversize material has been transferred to subseries 9.

Subseries 6: Sales Department, contains ledgers and agreements documenting compensation for sales staff. Ledgers were generally kept for a span of years, and include a record of compensation for each salesman, filed by last name. This subseries also includes albums, scrapbooks, tear sheets, and bound volumes of printing samples that were used to present the company's printing capabilities to clients. Oversize material has been transferred to subseries 9.

Subseries 7: Design Guides, contains style manuals, typographical indexes and guides, corporate identity manuals, and other material used as guidelines for the design of customer jobs, as well as for internal visual design. Oversize material, which includes part of a set of original art boards used in Faber Birren and Company color design studies, has been transferred to subseries 9.

Subseries 8: World War II Service Records and Memorabilia, contain personnel records that formally document of the service of RR Donnelley's employees during the war, as well as bound issues of newsletters produced by employees for co-workers overseas. Also included in

this subseries is an illuminated manuscript created by an RR Donnelley employee to honor Department "K" co-workers who served in the war, and a register of visiting servicemen that was kept by Department "D".

Subseries 9: Oversize Material and Artifacts, contains material transferred from subseries 1-8. Material in this subseries may be traced to its original location through the descriptive folder headings.

Selected business records are also found in other series of the collection, particularly Series VIII, filed by subject under the names of products, divisions and departments, or business initiatives; as well as Series IV, filed under the names of clients or products. Series VII and XI contain manuscripts and photographs that were printed in the company magazine, and magazine content is found throughout the collection, usually photocopied and included as reference material. RR Donnelley associates personal papers, which often include business records, are found in Series VIII. Historical research and personal recollections about business affairs are found in Series VII and XI.

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Series III: Company Advertising

This series contains samples of advertising pieces created by RR Donnelley to promote its own services. In many cases, RR Donnelley used a particular customer job as an advertising piece by adding a new cover or insert. In such cases the customer is identified. The particular RR Donnelley service advertised is noted where appropriate. Samples are arranged chronologically within subseries.

Subseries 1: "The Lakeside Press" booklets, contains deluxe printed booklets produced throughout the 1920s to promote a range of the company's services. The booklets exemplify high-end promotional printing of this period, with spectacular illustrations and sophisticated copywriting.

Subseries 2: General Advertising Samples, includes portfolios, broadsides, postcards, tear sheets and other printed ephemera associated with a variety of the company's services and campaigns. The popular "Lemon Pies or Wash Tubs" booklets, promoting RR Donnelley's printing for companies serving homemaking products, are found here. Oversize material from this subseries has been transferred to Subseries 4.

Subseries 3: Scrapbooks, contains of four volumes in which clippings, tear sheets, form letters, and product samples were collected. Each scrapbook spans a period of several years or decades, and includes material gathered from a variety of sources.

Subseries 4: Oversize Material, contains large advertising samples transferred from Subseries 2. Date spans given in the descriptive headings can be used to trace the location of related material found in Subseries 2.

Sample advertising pieces are also found in many other series of the collection, particularly Series IX, X and XII. Additional material related to RR Donnelley's promotional and marketing strategies are found in Series II, VI-VIII and XII. Original artworks for selected pieces are found in Series VIII, IX and XII.

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DMA reception, Washington, D.C., undated

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"Young Woman with Water Jug," Vermeer reproduction, undated

Series IV: Customers and Products

This series collects RR Donnelley's files on its customers, including products (usually called "job samples") that it printed for them. These samples number in the thousands, and are found in several subseries of this series. This series also includes business records such as contracts and agreements, correspondence, photographs, and collections of historical background material on individual customers. This series has been divided into four subseries; while similar types of material can be found across these subseries, each subseries has a distinctly different organizational structure.

Subseries 1: Customer Files, includes material on many of RR Donnelley's clients, such as Time-Life, Inc., Sears Roebuck and Company, and Encyclopaedia Britannica, Inc. Material in this subseries is arranged alphabetically by client name or product title, and includes job samples, contracts and agreements, correspondence, photographs, and historical background material. Samples of mass-market magazines such as Life, Time, People, Business Week, and Fortune are found in this series. Samples of products tend to be selective, rather than comprehensive. Oversize material from this subseries has been transferred to Subseries 5.

Subseries 2: Customer Job Samples, collects samples of products printed for an enormous number of clients, from international corporations to small businesses, clubs and individuals. Catalogs, brochures, books, broadsides, periodicals, and packaging are among the more common types of material in this subseries. Library catalog cards, memos, and other supporting material are occasionally found filed with the samples. While the date range of this subseries extends from the late nineteenth to early twenty-first century, most of the samples in this subseries date from the 1920s-1950s. This subseries is arranged alphabetically, usually by the name of the client or the client's product, but occasionally by the title of the product. Material filed under personal names may be found under either the first or last name of the individual (for example, items

produced for the Marshall Field department stores are found under both "Marshall Field" and "Field, Marshall." Oversize material from this subseries has been transferred to Subseries 5.

Subseries 3: Subject File, contains material similar to that found in the previous two subseries, such as job samples, correspondence, contracts, and historical background material. However, material in this series is arranged alphabetically by subject, rather than by customer or product. Typical subjects include events such as the 1984 Olympic Games; memorial publications for celebrated individuals such as Princess Diana; broad product types such as telephone directories; and units of the company such as the Intervisual Communications group. Material included in this subseries is generally distinguished by its topicality, historical significance or aesthetic quality. Oversize material from this subseries has been transferred to Subseries 5.

Subseries 5: Oversize Material and Artifacts, contains job samples, proofs, ledgers, printing plates, and other large-format material transferred from Subseries 1-3. This material can be traced to its original subseries location through the descriptive headings.

Additional samples of products that RR Donnelley printed for clients are found throughout the collection, but particularly in Series IX and XII. Records related to RR Donnelley's business relationships with clients can also be found in Series II, VII, VII, VIII and XI. The photographs in Series XI include images of customer jobs in production, as well as visits of clients to RR Donnelley facilities; this same series also includes oral history recordings that discuss RR Donnelley's relationships to clients.

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Automotive, Ford and General Motors, office correspondence, 1969

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Bergstrom, Evangeline, "Old Glass Paperweights," 1940-1941

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Brooks, Reverend A., invoice, 1873

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Business Week, job samples, 1979-1988

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Business Week, job samples, 1989-1990

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Callaghan & Co., request for quote, 1903

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Compton, F.E., 1938-1984

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Compton, F.E., Compton's Pictured Encyclopedia, contract, 1954

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Compton, F.E., contract changes, 1956-1961

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Compton, F.E., style guide, undated

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Condé Nast Publications, negotiations, 1936

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Folder 6

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Cowles Communications, Family Circle and Look magazines, Mattoon plant tour, 1966

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Cowles Communications, Family Circle, plant tour and dedication, photographs, 1966

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Folder 9

Cowles Communications, memo and Donnelley Printer tear sheets, 1982-1984

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Cowles Communications, job samples, 1968-1991

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Encyclopaedia Britannica, Charles Crawford Whinery, specification notebook, 1915-1917

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Encyclopaedia Britannica, specifications, correspondence, 1919

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Encyclopaedia Britannica, liquidation proposal, 1919-1938

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Encyclopaedia Britannica, excerpts from minutes books, 1920-1946

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Encyclopaedia Britannica, RR Donnelley announcement of 14th edition, 1929

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Encyclopaedia Britannica, Franklin H. Hooper, "Story of the Encyclopaedia Britannica," 1939

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Encyclopaedia Britannica, "passport" dinner programs for Book of the Year party, 1939

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Encyclopaedia Britannica, W. Alison Phillips, photostat of typescript, ca. 1940s

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Encyclopaedia Britannica, photographs, ca. 1940s-1960s

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Encyclopaedia Britannica, printing agreement and changes, 1955

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Encyclopaedia Britannica, printing agreement changes, 1957-1960

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Encyclopaedia Britannica, Robert E. Wood, A Monument for the World, 1963

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Encyclopaedia Britannica, tribute book honoring William Benton, correspondence and design samples, 1965

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Encyclopaedia Britannica, special issue of Donnelley Printer featuring Encyclopaedia Britannica entry for "Flight," 1968

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Encyclopaedia Britannica, 200th anniversary event program and photographs, 1968

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Encyclopaedia Britannica, Britannica 3 presentation, 1973-1974

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Farm Journal, bound sample issue, 1921

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Farm Journal, bound sample issues, 1933-1950

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Farm Journal, photographs, ca. 1935-1941

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Farm Journal, printing agreement, 1958

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J.C. Penney, plant tour, photographs, July 1965

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Folder 1

Ford Motor Company, data roll and sample, circa 1920

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J.C. Penney, plant tour, biographical material and company history, 1965

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Folder 2

J.C. Penney, East Plant dedication, Warsaw, Indiana, program and photographs, 1965

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Folder 3

J.C. Penney, first electronic transmission of content, May 1980

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Folder 4

J.C. Penney, bound job samples, 1981-1982

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J.C. Penney, typesetting proposal, digital study, 1983

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J.C. Penney, job samples, 1989

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Life, "Prospectus for a New Magazine," ca. 1935

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Life, copies of correspondence, 1932-1939

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Life, correspondence regarding contract, 1936

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Folder 5

Life, report on production of first issue, 1936

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Life, small-format job samples, 1936

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Life, J.R. Chambers, contract chronology, 1936-1948

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Life, correspondence regarding printing agreement, 1937

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Folder 9

Life, contract with Chicago Electrotype Company, 1937

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Life, printing contract, layout sheets and supporting material, 1937

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Life, supplemental agreement eliminating rotogravure, 1939

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Folder 1

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Folder 2

Life, Press 56, photograph, ca. 1940

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Life, printing agreement, 1941

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Folder 4

Life, South Plant interiors, photographs, 1947

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Folder 5

Life, cover printing, negative, ca. 1948

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Life, press, negative, ca. 1948

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Life, production reports, 1947-1957

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Folder 8

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Life, production in South Plant, photographs, 1950s

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Life, inventory of bound issues held in Memorial Library, 1951-1952

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Life, production, negatives, 1951

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Life, presses, negatives, 1952

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Folder 13

Life, coronation of Queen Elizabeth, correspondence, 1953

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Life, coronation of Queen Elizabeth, Mike Shea photographs, 1953

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Folder 15

Life, coronation of Queen Elizabeth, negatives of Mike Shea photographs, 1953

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Folder 16

Life, South Plant mailing operations, photographs, 1953

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Life, architectural model for East Plant, photographs, 1957

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Life, printing agreement for Spanish version, 1958

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Life, 1960s

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Life, Press ED192, Old Saybrook, negatives, ca. 1962

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Life, printing agreement, 1963

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Life, New York Mayor John Vliet Lindsay cover, negative, 1968

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Life, RR Donnelley and Time, Inc., 50th anniversary and revival of Folder 4: Life, brochure 1978

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Life, production specifications, 1983

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Life, 50th anniversary of partnership with RR Donnelley, Printer article, 1986

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Folder 10

Life, production specifications, 1986-1987

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Life, inventory of issues held in archive, ca. 1993

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Life, index of articles in Lakeside News, ca. 1993

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Folder 13

Life, production, photographs, undated

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L.L. Bean, 1937-ca. 1980s

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Customer job samples, Show magazine, 1961-1962

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Customer job samples, Show magazine, 1962-1963

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Customer job samples, University of New Mexico Press, Kenneth M. Adams, portfolio of lithographs, 1950

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Customer job samples, University of Pittsburgh, "This is the University of Pittsburgh," 1958

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Subject file, telephone directories, Western Electric Company, labor disputes, 1941

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Subject file, telephone directories, Western Electric Company, pricing, 1943

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Subject file, United States bicentennial, job samples, 1976

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Subject file, United States Constitution bicentennial, job samples, 1987

Series V: Apprentice Schools and Training Programs

A formal program for the training of RR Donnelley's future work force was instituted in the early decades of the 20th century, as the School for Apprentices. Here, boys as young as 12 began their training as skilled workers and craftsmen. Early programs grew into broader orientation, training and professional development curricula, conducted by the Training Department.

This series contains teaching material, work samples, photographs and student records from the original School for Apprentices, and is a particularly rich source of material from the 1910s-1930s. Material from a second apprentice program centered at the company's Crawfordsville, Indiana plant is included in separate files. Also found in this series are course material, certificates, photographs and other records of later training and professional development programs. The final box in this series contains a framed apprenticeship contract.

This part of the archive has little organization below the series level; researchers interested in a particular subject or span of time will need to browse the inventory of the entire series in order to locate all relevant material.

Photographs related to the School for Apprentices are also found in Series XI. Personal papers and memorabilia of RR Donnelley staff who began their careers as apprentices are included in Series VIII and XII.

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Lawrence Sullivan, "Industrial Education - The American Way," National Republic, May 1943

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Dwight S. Brown, "Wage Rate Determination at the Lakeside Press," study, 1928

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Logan Anderson, "Printing Education In Europe," 1931

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Rollin Salisbury, "An Address to the Graduating Class of the School for Apprentices of the Lakeside Press," 1917

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Work samples and training materials, ca. early 20th century

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Christmas greeting to T.E. Donnelley from apprentices, 1912

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Holiday greeting cards, general, 1930-1976

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M.M. Kandle, "Information Book for Cylinder Pressroom Employees," 1935

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Course work and exams

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Apprentice workbook, ca. 1929

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"Composition of Type Metal," reference cards

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Typography course grade book, 1966

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Bookwork, course material, 1956

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Folder 8

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Rating forms for pressmen

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Gaylord Donnelley, "The Donnelley Craftsman in the 1970s," graduation speech, 1969

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Apprentice School coursework and instruction, correspondence, ca. 1910s-1950s

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Apprentice School graduation photographs, ca. 1960-1963

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Apprentice School graduation banquets, 1961-1965

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Evaluation of candidates for graduation, 1955-1958

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Apprentice School annual reports, 1919-1949

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Apprentice School annual reports, 1950-1959

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Corporate and sales training catalogs, 1992

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Management School, course outlines, 1962-1965

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Apprentice School, graduation announcements, 1911

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Apprentice School, graduation lists and employment statistics, ca. 1915-1970s

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Apprentice School, graduation list blank forms, undated

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Crawfordsville apprentice program, graduation statistics, 1928-1961

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Applied English for Printers, 1922

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Training schools, clippings, 1921

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George Fanslow, framed apprentice contract, 1920

Series VI: Exhibitions

Beginning in 1930, the Lakeside Press Galleries, located in RR Donnelley's Calumet building, hosted public exhibitions of fine art, book arts and graphic design. Contemporary photography, posters, fine printing and binding, and commercial art were particularly emphasized. Exhibitions were regularly held in this space from 1930 to the 1962, except for a short period during World War II. Additional exhibitions were held in the galleries from November 1974.

This series contains a rich variety of exhibition ephemera and other material related to exhibitions at RR Donnelley, focusing particularly on those held at the Lakeside Press Galleries from 1930 to 1962. The series begins with general files regarding the gallery space, related exhibitions in other galleries, and assorted exhibition ephemera. The following files are arranged chronologically by year, with materials arranged by the titles of individual exhibitions. These items include catalogs, invitations, broadsides, and photographs of galleries and displays. For some exhibitions, there is material related to the organization of the exhibition itself, such as correspondence between curators, company officers and exhibitors; these files include correspondence with artists John Steuart Curry and Thomas Hart Benton, and collectors such as Mrs. James Ward Thorne.

Oversize material has been transferred to the final two boxes in the collection. This material, which includes several scrapbooks of exhibition ephemera, is arranged chronologically.

Other material related to exhibitions can be found in Series VIII, IX, X, and XI.

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General, chronology of exhibitions by title and date

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General, floor plans, drawings

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General, reopening of 8th floor gallery at Calumet plant, 1974

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General, gallery photographs

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General, Guild of Book Workers, traveling exhibition, 1953

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General, exhibition of hand-tooled bindings by Alfred de Sauty, Blackstone Hotel, IL, 1924

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Folder 7

General, exhibition of hand-tooled bindings by Alfred de Sauty, Plaza Hotel, NY, 1928

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Folder 8

General, exhibition of Rockwell Kent Drawings for Moby Dick, E. Weyhe Gallery, NY, 1930

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Folder 9

General, exhibition of Lincoln letters, Chicago Historical Society, photographs

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General, Lakeside Press Galleries exhibitions, invitations and catalogs, ca. 1930s-1960s

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Folder 1-4

General, Lakeside Press Galleries exhibitions, invitations, catalogs, broadsides and photographs, ca. 1930s-1960s

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Folder 5

Paintings and Etchings by Members of the Business Men's Art Club of Chicago, opening of Lakeside Press Galleries, Feb. 5-March 31, 1930

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Folder 6

Woodblock Prints by American and English Artists, April 8-May 30, 1930

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Folder 7

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Aeronautical Prints and Models, August 4-Sept. 30, 1930

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Folder 1

Contemporary American Book Illustration, Oct.-Dec. 1930

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Folder 3

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Folder 1

Prints from the Collection of Lessing J. Rosenwald, Jan.-March, 1932

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Folder 1

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Direct-Color Photo Reproduction and Water-color Printing, Dec. 1933-Feb. 1934

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Folder 3

International Exhibition of Contemporary Fine Printing, report and invitations to participate in second exhibition, June-Dec. 1933

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Folder 4

Fifth Exhibition of the Business Men's Art Club of Chicago, April- May, 1934

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Folder 5

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Wood-Engravings, Etchings, Watercolor Prints by Rudolph Ruzicka, Dec. 1934-Jan. 1935

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Little Things - Book Plates, Folders, Announcements, Nov. 1936- March, 1937

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Printing for Commerce, the American Institute of Graphic Arts, Dec. 6-Dec. 31, 1937

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Folder 3

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Flower and Fruit Prints of the Eighteenth and Nineteenth Centuries, from the collection
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John Steuart Curry, Drawings and Paintings, March 1-April 28, 1939

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John Steuart Curry, Drawings and Paintings, March 1-April 28, 1939

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Calendars and Almanacs, Feb.-April, 1940

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Folder 4

Fifty British Books of 1938, Fifty American Books of 1939, and Some Fine Book
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Early Chicagoana, Printing and Photography from the Collection of Joseph T. Ryerson,
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Progress in Mail Order Printing, Nov. 1946-Feb. 1947

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American Type Designers and their Work, Nov. 1947-Feb. 27, 1948

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The Roman Letter, Oct. 1951-August 3, 1952

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Folder 5

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W. A. Dwiggin, Dec. 1 1957-March, 1958

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Folder 2

Audubon Bird Prints, broadsides, 1937

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Folder 3

Scrapbook of exhibits and displays, ca. 1970s

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Folder 4

Pop-Ups in Advertising, William F. Eisner Museum of Advertising and Design, Intervisual Communications product samples submitted for exhibition, ca. 2002

Series VII. Historical Writings and Research

This series demonstrates RR Donnelley's deliberate efforts to document its own history, and is a rich source of secondary research material and the company's internal analysis of its past. The foundation of this series is the work of Herbert P. Zimmerman, a former RR Donnelley executive who in the mid-twentieth century undertook an extensive study of the company's history. This series contains drafts and typescripts of historical writings by a variety of researchers, as well as primary and secondary source material such as correspondence, publications and photographs. Much of the research and reference material found in this series, particularly in files of the company's early history, consists of photocopies or facsimiles, rather than original material.

To help distinguish among the many research projects and sources that are included, this series is further divided into nine subseries.

Subseries 1: Herbert P. Zimmerman, Company History, contains drafts and typescripts of Zimmerman's four-part survey of the company's history from 1864-1927, as well as related correspondence, notes and research material.

Subseries 2: Hamilton, Ontario, Canada, contains material such as correspondence, publications and photographs relating to the town in which Richard Robert Donnelley was born. An oversized publication from this subseries has been transferred to Subseries 9.

Subseries 3: Early Business Affiliations, contains documents (primarily facsimiles) that reference early companies in which Richard Robert Donnelley was involved, and individual business associates.

Subseries 4: Herbert P. Zimmerman, Histories of Customer and Labor Relations, contains drafts, typescripts and research material relating to several of Zimmerman's historical writings. Included in this series is research and writing on major customers of the company, a history of telephone directory printing, and a multi-part history of labor relations.

Subseries 5: Gaylord Donnelley, Articles for the Donnelley Printer, collects tear sheets and sample issues of the magazine in which Gaylord Donnelley's historical writings were published between 1966-1967.

Subseries 6: Reuben H. Donnelley Corporation, contains publications, photographs, and promotional material related to the company founded by Reuben H. Donnelley, and particularly its work with telephone directories. Oversize material from this subseries has been transferred to Subseries 9.

Subseries 7: Personal Recollections, contains dozens of letters, memos, notes, drafts, oral history transcripts, and other documents composed by employees of RR Donnelley, and other individuals closely associated with the company. In these documents, individuals reflect on their careers at the company, memorable events, business accomplishments, and other personal experiences. Many of these documents were composed in response to personal requests from Zimmerman in the process of compiling source material for his book. While many of the individuals represented were executives of the company, this series also includes the recollections of pressmen, engineers, designers, and many others.

Subseries 8: General Research and Reference Material, includes writings and research files generated through several research projects related to the company's history. This includes additional writings and research files of Herbert P. Zimmerman, as well as material related to an oral history project, undertaken in 1986 at the request of Jack Schwemm. Gaylord Donnelley and Charles Lake worked on this project with Dan Lewis, a graduate student in history at the University of Chicago.

Subseries 9: Oversize Material and Artifacts, includes material transferred from Subseries 2 and Subseries 6. The descriptive folder headings trace the material to its original location in previous subseries.

Additional secondary analyses, historical writings and research files are found in other parts of the collection, particularly Series II, IV and IX. Cassette tapes of oral history recordings are found in Series XI.

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Series VIII: Personal Papers

This series contains the personal papers of several RR Donnelley executives and prominent employees. This series is further divided into twelve subseries in order to distinguish among the individuals represented.

Subseries 1: C.F. Beezley, Jr. (1882-1947) worked at RR Donnelley for 42 years from 1905-1947, eventually working his way up to become Vice President in Charge of the Catalog Department. Under his leadership, this department became the largest jobbers' catalog compiling organization in the country. Known as the "ambassador of goodwill," Beezley was the official host for many visitors to the plant. Eventually, the Department of State made the RR Donnelley plant a regular stop for important foreign dignitaries who were interested in printing and publishing. Some of the most interesting materials in Subseries 1 are Beezley's papers from his trip to South America and the party thrown upon his return, as well as his files on racial integration and representation during the Civil Rights era. Also contained in this series are some RR Donnelley publications, as well as photographs taken by Beezley. Oversize material from this subseries has been transferred to Subseries 12.

Subseries 2: Igor de Lissovoy (1912-1997) was born in St. Petersburg, Russia, and fled with his family to the United States when Lenin rose to power. Igor's artistic talent landed him a job at RR Donnelley, where he began his career as a pre-apprentice in 1928. He worked his way into the composing department, where he spent 12 years. He moved into production and then design where he worked on the first edition of Life magazine. In 1962 he transferred to the advertising and sales promotion department, where he remained until he retired in 1977. The materials in Subseries 2 consist mainly of examples of de Lissovoy's graphic designs and photography from the time he was a RR Donnelley apprentice to his retirement.

Subseries 3: Alfred de Sauty was born August 26, 1870 in the British Colony of Gibraltar. Following school, de Sauty joined one of the ships of the Eastern Telegraph Company as a junior electrician. During his long periods of time off duty, he became interested in art, and eventually bookbinding. He became a very skilled bookbinder and gained international recognition. In October 1923 he was hired to direct the Extra Bindery at R.R. Donnelley and Sons Company. He remained head of the Extra Bindery until March 1935, when he returned to England. He died there on December 1, 1949 at the age of 79. Subseries 3 contains de Sauty's original binding designs and rubbings from finished bindings. These materials were left behind in the Extra Bindery when he left RR Donnelley. Oversize material from this subseries has been transferred to Subseries 12.

Subseries 4: Gaylord Donnelley (1910-1992) was the grandson of R.R. Donnelley, the founder of the company. Gaylord began his Donnelley career on a part-time basis during school vacations and joined full time upon graduation from Yale University in 1932. He served in a variety of manufacturing jobs in the Chicago division. Shortly after his return from active duty with the Navy in World War II, he was elected Vice President and Secretary of the company. In 1947, he was promoted to Executive Vice President. In 1952 he was named President, and in 1964 Chairman of the Board of Directors. He retired from active management in 1975, after serving the company for 43 years, but continued as a member of the board and chairman of the executive committee. In the early 1980s Gaylord Donnelley systematically reviewed his files. Subseries 4 represents what remains from that review. The majority is correspondence with

chairmen of other companies from the 1980s. Many files contain correspondence on important RR Donnelley anniversary events and celebrations. The original order and classification has been retained.

Subseries 5: Thomas Elliot Donnelley entered his father's printing business after his graduation from Yale University in 1889. Although the printing enterprise was relatively small at the time Thomas Elliot Donnelley came into it, it grew tremendously under his leadership. He became president in 1899 and held that position until 1934 when he became Chairman of the Board. He remained an honorary chairman of the board after his retirement on account of impaired health. He died on February 6, 1955. His genius for planning and executing large printing assignments came into play on many large jobs, including the Montgomery Ward catalog and the original productions of the Encyclopaedia Britannica when it first came to the United States. In 1908, he established one of the earliest schools for apprentice training in this country. The papers in Subseries 5 consist of personal correspondence, mainly with his family. Oversize material from this subseries has been transferred to Subseries 12.

Subseries 6: Carl Doty, born in 1931, was an Indiana native. He obtained his Bachelor of Science degree from Butler University, and a Certified Public Accountant license. He joined RR Donnelley in 1960 as General Accounting Supervisor at the Willard, Ohio, Manufacturing Division. He proved himself to be a good leader in a variety of positions, including Controller (1965-1968), Customer Service Manager (1968-70), Group Superintendent (1970-73) and Director of the Warsaw, Ind. Manufacturing Division (1973-1975). He was elected Vice President in 1974 and then elected President of the company in March 1991. Subseries 6 contains speech notes made by Doty from 1988-1991.

Subseries 7: Charles C. Haffner, Jr. (1895-1979) began working for RR Donelley in 1933 as a treasurer. Haffner was successful at the company, moving his way up through a number of positions. In addition to his career at RR Donnelley, Haffner was distinguished in the United States Army. From 1915 through two world wars, he served the US Army with outstanding leadership that earned him numerous commendations. During WWII he became a Major General in the US Army and the Commander of the newly activated 103rd Division, which he led into combat in southern France in 1944. At the end of the war he returned to RR Donnelley. He was promoted to Vice President in 1945, and then President in 1948. He became the Chairman of the Board and the Chief Executive Officer in 1952, and remained so until he retired in 1964. After retirement, he remained on the Board of Directors as Chairman of the Finance Committee, finally completely retiring as an Honorary Director in March 1978. Subseries 7 contains notes from Haffner's speeches.

Subseries 8: William A. Kittredge (1891-1945) was a highly influential Chicago designer and author of articles on design. As a young man, he was apprenticed as a printer with G. Thomas Parkhurst of Parkhurst Press (Chelmsford, Massachusetts). He came to Chicago in 1922 as Director of Design and Typography for RR Donnelley, where he worked until his death. He had an incredible diversity of talent and was successful as a typographer, instructor, author, and lecturer. Among his major accomplishments was the highly regarded Four American Books project of 1926-1930. During his connection with RR Donnelley, Kittredge won great recognition in the book realm to the extent that 43 of his books appeared in 23 Fifty Books of

the Year exhibitions sponsored by the American Institute of Graphic Arts. Subseries 8 contains drafts of some of Kittredge's articles as well as design layouts.

Subseries 9: Charles W. Lake, born in 1918, joined RR Donnelley in 1946 having obtained a Bachelor's degree in Administrative Mechanical Engineering from Cornell University. Lake quickly moved up at RR Donnelley. He was named Assistant to the Treasurer in 1947, then Manager of Management Studies in 1948. He obtained his Master's Degree in Business Administration from the Executive Program of the University of Chicago in 1949 and was promoted to Director of Industrial Engineering. He became Vice President in 1953, and Senior Vice President of the Sales Division in 1963. He was President from 1964-1975, Chairman and President 1975-1981, and Chairman and Chief Executive Officer from 1981-1983. He retired in 1983. Subseries 9 contains corporate correspondence, business files, speech notes, and multiple audio tape recordings of interviews and speeches.

Subseries 10: Edward R. Lhotka, born in 1910, graduated from McCormick Grammar School in 1924. In 1924, at the age of 14, he became a pre-apprentice at R.R. Donnelley & Sons Company. His pre-apprenticeship was cut short when he was asked to work in the Extra Bindery under Alfred de Sauty. When he turned 16 he entered the apprentice program, and served his five-year apprenticeship in Extra Bindery. Lhotka's primary responsibilities as a member of the staff of the Extra Bindery were forwarding and binding. Lhotka attended night school while employed at RR Donnelley, and graduated from the Proviso Township High School in 1955. He retired in 1972. Subseries 10 mainly consists of photographs of Lhotka's work and the binding process. Oversize material from this subseries has been transferred to Subseries 12.

Subseries 11: C. Prentiss Smith became an RR Donnelley employee in 1929. In 1935 he joined the department of design and typography. He was an incredibly adept designer and became essential to projects of all types. He worked on company signs, in-house magazine covers, anniversary pins, retirement booklets, graduation certificates, and awards. He was also the lead designer for several of RR Donnelley's religious publishing accounts, including work for the Presbyterian Board, Pilgrim Press, and Westminster Press. For many years, he taught principles of design and typography in the RR Donnelley apprentice training school. When he retired, he set up a home studio and continued to design and print stationery, business cards, invitations, and other ephemera until the end of his life. Subseries 11 contains samples of hundreds of his designs (including, in many cases, the entire design sequence from original sketch to final product). This subseries also contains an interesting selection of World War II publications. Oversize material and artifacts from this subseries have been transferred to Subseries 12. The work of C. Prentiss Smith, including many original designs for company products, is often found in other parts of the collection, particularly in Series IX, XI and XII.

Subseries 12: Ernest Randall, Lakeside Press employee. After serving in the military during World War II, "Ernie" returned to operate presses. He was frequently commended for his work. This subseries contains correspondence and memoranda related to his career and military service. It includes his notebooks. Material spans the 1940s-1970s.

Subseries 13: Oversize Material and Artifacts, contains material transferred from previous subseries. The descriptive folder headings can be used to trace the material to its original location.

Photographs of many of these individuals are found in Series XI. Biographical material, often including photographs and personal correspondence, are found in Series I.

Subseries 1: C. F. Beezley, Jr.

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Folder 2

Indexing stock catalogs, U.S. patent and correspondence, 1913- 1915

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Folder 3

A Star for a Nite, program, 1924

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Folder 4

Lakeside Council, speech notes, 1924

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Folder 5

R.R. Donnelley employees, list, 1928-1947

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Folder 6

Reuben H. Donnelley's will, 1929

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Wagner Labor Act, letter, 1937

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Contribution to 'Good Neighbor Policy', telegram, 1941

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Pan American Council, program, 1942

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Correspondence, 1914-1959

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Reuben H. Donnelley, correspondence, 1924-1928

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T.E. Donnelley, correspondence, 1925-1948

- Folder13: Beezley to C.G. Littell requesting title of Vice President, correspondence, 1935

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Naomi Donnelley, correspondence, 1935

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Beezley to his mother, correspondence, 1935

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Beezley to President Roosevelt on behalf of Francisco L. Caballero, correspondence, 1942

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Thorne Donnelley, correspondence, 1944

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R.R. Donnelley stock, correspondence, 1944-1945

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Norman Cram, correspondence, 1946

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Folder 20

Condolence from RR Donnelley customers upon C.F. Beezley's death, correspondence, 1948

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Mrs. Leah Beezley, research correspondence, 1955-1956

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Folder 22

Beezley to H.P. Zimmerman requesting a raise, correspondence, undated

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Biography by Mrs. Beezley, draft manuscript, 1958

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Christmas card, 1918

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Christmas card, 1946

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Get well, booklet, 1947

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Christmas card from catalog department, 1947

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Folder 28

Business card, undated

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Folder 29

Copper name plate, undated

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Clippings, 1935-1937

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South American trip, diary, 1940

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South American trip, file, 1941

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Folder 2

Mardi Gras party, drafts, guest list, correspondence, 1941

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Carnaval, booklet, 1941

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Lakeside Press/Lakeside News, articles, 1916-1947

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Lakeside Press/Lakeside News, articles, 1925-1947

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One Letter May Be Worth \$1,000,000 and Every Letter is a Sales Letter, booklets, undated

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Photographs, 1920-1946

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Catalog convention, photographs, 1920-1926

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Calumet plant interior, photographs, 1931

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Calumet plant at night during Century of Progress, photographs, 1933

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View of Century of Progress Fair, photograph, 1933

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Chicago from Beezley's office in Calumet plant tower, photographs, 1935

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C.F. Beezley's office, photographs, 1935-1946

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C.F. Beezley and office, photographs, 1937-1944

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Photographs, 1940-1941

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T.E. Donnelley, photograph, 1942

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Dr. and Mrs. German Arciniegas, photographs, 1943

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Gaylord Donnelley, photographs, 1944

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Employees and visitors, photographs, 1945

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Reuben H. Donnelley, photograph, undated

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Gott, Tenney and Beezley, photographs, undated

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Ed Tyk's wedding, photograph, undated

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Catalog department staff and Christmas party, photographs, undated

Subseries 2: Igor de Lissovoy

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Palmer House menu designs, drafts, 1929

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From Russia to America, booklet, 1929

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Century of Progress book designs, drafts, 1933

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Designs, booklets and invitations, 1933-1955

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Britannica book of the year design, booklet invitation, 1941

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Tribute to a Typocrafter, booklet, 1949

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Designs, booklets, 1954-1963

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Folder 2

Apprentice graduation dinner, invitation, 1959

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Folder 3

Calligraphy examples, drafts, undated

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Folder 4

Designs and examples, booklets, announcements, cards, 1945- 1969

Subseries 3: Alfred de Sauty

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Folder 5

Book bindings, drawings, drafts and rubbings, circa 1922-1932

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Doves Press Bible, drawing, 1922

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Folder 7

Book bindings, drawings and rubbings, circa 1923-1932

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Folder 8

Works of Geoffrey Chaucer, drafts and rubbings, circa 1927

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Folder 10

Letters of Captain John W. Steward book binding, drawings and drafts, undated

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Folder 12

Book bindings, drawings, undated

Subseries 4: Gaylord Donnelley

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Company history, clippings, articles and booklets, 1926-1958

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History of Donnelley family and company, articles and correspondence, 1972-1986

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Company history, clippings, 1933-1963

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Dinner, correspondence and drawing, 1972

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Group, photograph, undated

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Event in Memorial Library, photographs, 1975

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Gaylord Donnelley, photographs and matchbooks, undated

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AT&T, correspondence, booklet, and photograph, 1975-1986

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Chicago Historical Society, correspondence, 1960

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U.K. financing plan, report, 1985-1989

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Chicago Electrotype and Stereotype Company general file, notes, 1950-1954

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Chicago Electrotype and Stereotype Company financial statements, reports, 1951-1952

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Chicago Electrotype and Stereotype Company financial statements, reports, 1953-1955

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Christmas card designs, correspondence, 1949-1974

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John Crerar Library dedication, booklets, 1984

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Business relations, notes and correspondence, 1953-1954

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Folder 5

Elliot Donnelley, correspondence, booklets, and photographs, 1951-1976

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Thomas Elliot Donnelley, notes and correspondence, 1947-1956

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Folder 7

University of Chicago, correspondence and clippings, 1955-1967

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Folder 8

General information, notes, correspondence, and booklets, 1952- 1986

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Interview with Gaylord Donnelley, transcript, 1985

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Dwight plant, correspondence, booklets, and speech notes, 1969- 1986

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Visit of Egyptian editors, note, 1946

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Dutch Federation of Master Printers, photographs, 1946

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RR Donnelley film, script, 1974

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Four American Books, correspondence, 1951-1984

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Gallatin Manufacturing Division, notes and clipping, 1973

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William A. Kittredge, booklets and clippings, 1945-1956

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Charles W. Lake, correspondence, 1974-1984

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Lakeside Building rental apartments, draft and brochure, 1981

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To Be a Good Printer, correspondence, 1977

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To Be a Good Printer, notes and drafts, 1974-1975

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Policy standards, inter-office correspondence, 1967-1978

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Tandy Corporation, correspondence, 1975-1982

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Time trip to Orient, photographs and article, 1965

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T.E. Donnelley to Papa, correspondence, 1879

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Richard Robert Donnelley (Papa) to T.E. Donnelley, correspondence, 1886

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Richard Robert Donnelley (Papa) to T.E. Donnelley, correspondence, 1887

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Richard Robert Donnelley (Papa) to T.E. Donnelley, correspondence, 1887

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T.E. Donnelley to Mamma, correspondence, 1879

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Mrs. R.R. Donnelley (Mamma) to T.E. Donnelley, correspondence, 1888

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Address to Donnelley employees, speech notes, booklets, and correspondence, 1948

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Portrait of Kittredge by Joseph Feher, drawing, circa 1942

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Typography of Advertisements by Oswald Press, booklet, undated

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A Lincoln and Whitman Miscellany by Holiday Press, book review, 1938

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The Scandalous Adventures of Reynard the Fox by Holiday Press, signatures, undated

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Folder 6

The Scandalous Adventures of Reynard the Fox by Holiday Press, typescript, undated

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Voyages to Vineland by Holiday Press, correspondence, 1937

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Voyages to Vineland by Holiday Press, copyright certificate, 1941

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Voyages to Vineland by Holiday Press, correspondence, 1941- 1942

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Kittredge designs, booklets, 1927-1933

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Kittredge layout for an illustrated talk on fine typography, draft, 1935

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Kittredge layout for Flower Arrangements, draft, 1943

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Kittredge layout for Arnold Schwinn 50th Anniversary book, draft, 1945

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Kittredge layout for Limited Editions Club book, draft, undated

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Folder 2

Kittredge layout, draft, undated

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The Architectural Forum exhibition, invitation and booklet, ca. 1931

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Printing types, booklet, undated

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Books designed by Kittredge chosen for AIFA's Fifty Books, list, undated

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This series contains diverse materials collected under about seventy specific topics significant to the history of RR Donnelley, or to the history of printing in general. These topical headings are organized alphabetically within the series. Many of the headings correspond to departments of the company, clients, events, printing processes, types of products, and special projects. Much of the material in this series consists of RR Donnelley advertising pieces and other promotional items; also found are photographs, correspondence, reports, customer job samples, and artwork.

While material in this series can be used as an introduction to RR Donnelley's involvement with the topics at hand, it should also be viewed in conjunction with related material found

elsewhere in the collection. This series contains both content duplicated in other series (for example, there is much duplication of promotional pieces found in Series 1 of this collection) as well as secondary and photocopied material that is mainly supplemental. However, this series also contains important material that is not reflected elsewhere in the collection. In particular, this series contains the collection's strongest representations of the Century of Progress; Extra Bindery and Graphic Conservation; financial printing operations; the Memorial Library and Training Library; data on printing presses operated in the company's plants; the development of the Indian head printer's mark and logo; the Four American Books; and electronic and digital printing processes developed in the 1970s-1990s.

Researchers should note that oversize material is found at the end of this series, forming another alphabetical sequence beginning with Box 505. Topical headings are consistent so that the association of material is clear.

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Extra Bindery and Graphic Conservation, Edward R. Lhotka gift, Zerkall "Deckle-Edged Papers and Covers," sample books, undated

Box 510

Folder 1

Extra Bindery and Graphic Conservation, Edward R. Lhotka gift, binding sample, undated

Box 510

Folder 2

Extra Bindery and Graphic Conservation, articles, 1929-1950

Box 510

Folder 3

Extra Bindery and Graphic Conservation, Rudolph Ruzicka designs for Extra Binding at the Lakeside Press, ca. 1929

Box 511

Folder 1

Extra Bindery and Graphic Conservation, Edward R. Lhotka gift, binding sample, undated

Box 511

Folder 2

Extra Bindery and Graphic Conservation, Edward R. Lhotka gift, leather samples, undated

Box 511

Folder 3

Extra Bindery and Graphic Conservation, departmental letter book with letters of praise from customers, 1928-1937

Box 511

Folder 4

Holiday Press, broadsides

- Holiday Press, dies for A Lincoln and Whitman Miscellany, 1938

Box 512

Folder 1

Indian head printer's mark, artwork for J.C. Leyendecker design, ca. 1897

Box 512

Folder 2

Indian head printer's mark, Joseph Carter design variation, ca. 1956

Box 512

Folder 3

Indian head printer's mark, Curtis Hill design, proofs and transparencies, ca. 1968

Box 513

Folder 1

Indian head printer's mark, Curtis Hill design, proofs, ca. 1968

Box 513

Folder 2-3

head printer's mark, Mobium design, hand-colored proofs, ca. 1980s

Box 514

Folder 1

Lakeside Library, Leroy Church, correspondence, 1877

Box 514

Folder 2

Lakeside Library, Vol. 1, No. 1, 17, 23

Box 514

Folder 3

Lakeside Library, Vol. 2, No. 26-27, 30

Box 514

Folder 4

Lakeside Library, Vol. 3, No. 70

Box 514

Folder 5

Lakeside Library, Vol. 4 no. 91, 103-105

Box 514

Folder 6

Limited Editions Club, samples of books to be published, 1934- 1936

Box 515

Folder 1

Printing history, Mackenzie and Harris, Inc., From Gutenberg to Grabhorn, portfolio, ca. 1962

Box 515

Folder 2

Printing presses, general, Cottrell-Claybourn presses

Box 515

Folder 3

Printing processes, "Pop" printing kit test report, 1967

Box 515

Folder 4

Sales, "Mission Discovery" bag and notepad, undated

Box 516

Sales, "Mission Discovery" sweatshirt, undated

Box 517

Folder 1

Satellite transmission, brochures, 1983

Box 517

Folder 2

Selectronic ink jet printing and binding, updates, 1978

Box 517

Folder 3

Society of Typographic Arts, catalog, undated

Box 517

Folder 4

Suggestion program, broadsides, 1970s

Box 517

Folder 5

Training Library, accession lists, 1930-1947

- Satellite transmission, first facsimile transmission of New Yorker, scrapbook, 1962

Box 518

Training Library, ledger, 1928-1938

Box 519

Training Library, ledger, 1923-1970

Box 520

Folder 1

Typosetters, New York, dinner program, ca. 1880s

Box 520

Folder 2

Xeikon, first job samples, 1993

Box 520

Folder 3

Xeikon, job samples, 1994

- University of Chicago, The Printer's Craft sealed exhibition catalogs, 1982

Box 521

West Plant explosion, electrical equipment, undated

Box 522

Folder 1

West Plant explosion, job samples and notes, 1969

Box 522

Folder 2

West Plant explosion, data and notes, 1969

Box 522

Folder 3-4

West Plant explosion, architectural drawings, ca. 1960s

Series X. Training Library Collection

This series consists of print materials drawn from the collections of RR Donnelley's Training Library. While some of the items were printed by RR Donnelley, many were created by other firms, and collected by the library as examples for staff training. The material in this series contains hundreds of samples of fine and specialty printing, much of it influenced by the Art Deco movement. The series also contains "everyday" ephemeral pieces such as maps, brochures and travel guides. Most of the material in the collection dates from the early and mid-twentieth century, with a predominance of material from the 1930s. A large number of items, particularly among the group of calendars, were produced in Germany.

Boxes 523-529 contain samples collected according to subject or format, and mounted for display. Captions on the mounts often include information about the printer and processes used to create the sample piece.

The remaining material in the collection consists of loose material, collected into the same types of categories.

As a collection of representative pieces of twentieth-century printing and design, the material in this series complements the company advertising pieces and customer job samples found in Series III and IV. Other material related to the Training Library, and to company training programs in general, are found throughout the collection, but particularly in Series V, IX, XI and XII.

Box 523

Folder 1-5

Exhibitions, mounted invitations, announcements and catalogs, ca. 1930s-1940s

Box 524

Folder 1-2

Exhibitions, mounted invitations, announcements and catalogs, ca. 1930s-1940s

Box 524

Folder 3-5

Buildings and real estate, mounted prospectuses, ca. 1930s

Box 525

Folder 1-3

Calendars, mounted samples, ca. 1930s

Box 525

Folder 4-5

Food and drink, mounted advertising pieces, ca. 1930s-1940s

Box 526

Folder 1

Food and drink, mounted advertising pieces, ca. 1930s-1940s

Box 526

Folder 2-7

Condé Nast Publications, mounted magazine pages, ca. 1932

Box 527

Folder 1-3

Book production and collecting, mounted invitations, proofs and promotional material, ca. 1930s

Box 527

Folder 4-5

Automobiles, mounted brochures and portfolios, ca. 1920s-1930s

Box 528

Folder 1-2

Automobiles, mounted brochures and portfolios, ca. 1920s-1930s

Box 528

Folder 3-5

Financial services and insurance, mounted brochures and prospectuses, ca. 1920s-1930s

Box 528

Folder 6

Travel and transportation, mounted Cunard cruise portfolio, ca. 1930s

Box 529

Folder 1-4

Greeting cards, mounted samples, ca. 1920s-1940s

Box 529

Folder 5-7

Book production and collecting, mounted invitations, proofs and promotional material, ca. 1930s

Box 530

Folder 1-9

Book production and collecting, invitations, proofs and promotional material, ca. 1920s-1960s

Box 531

Folder 1-4

Book production and collecting, invitations, proofs and promotional material, ca. 1920s-1970s

Box 532

Folder 1-10

Book production and collecting, invitations, proofs and promotional material, ca. 1920s-1960s

Box 533

Folder 1-10

Book production and collecting, invitations, proofs and promotional material, ca. 1920s-1980s

Box 534

Folder 1-7

Book production and collecting, Caxton Club invitations, 1942-1959

Box 535

Folder 1-6

Book production and collecting, Caxton Club invitations, 1960-1973

Box 535

Folder 7

Greeting cards, ca. 1910-1950s

Box 536

Folder 1-8

Greeting cards, ca. 1910s-1950s

Box 537

Folder 1-8

Greeting cards, ca. 1910s-1950s

Box 538

Folder 1

Greeting cards, Neva and Guy Littell, 1930s-1950s

Box 538

Folder 2

Greeting cards, ca. 1920s-1950s

Box 538

Folder 3-7

Automobiles, brochures and portfolios, ca. 1920s-1930s

Box 539

Folder 1-5

Automobiles, brochures and portfolios, ca. 1920s-1930s

Box 540

Folder 1-2

Automobiles, brochures and portfolios, ca. 1920s-1940s

Box 540

Folder 3-7

Travel and transportation, guides, maps and brochures, ca. 1930s

Box 540

Folder 8-13

Financial services and insurance, brochures and prospectuses, ca. 1920s-1940s

Box 541

Folder 1-3

Buildings and real estate, periodicals, guides and brochures, ca. 1932-1935

Box 541

Folder 4-7

Paper and printing, promotional material, 1942-1957

Box 541

Folder 8-19

Calendars, ca. 1928-1959

Box 542

Folder 1-8

Calendars, ca. 1930s-1950s

Box 543

Folder 1-10

Food and drink, recipe books and promotional material, ca. 1930s-1940s

Series XI. Photographs and Audio-Visual Material

While photographs and other visual material are found throughout the collection, this series represents the richest and most cohesive visual documentation of RR Donnelley. Spanning over 100 years of company history, the thousands of images in this series document subjects such as printing technologies and processes, work and leisure activities, plants and facilities, and special events. Audio-visual material, such as sound and video recordings, are also found in this series. A large collection of oral history recordings are included here, as are videos and films on a variety of subjects.

Many of the photographers are not identified, particularly in the case of informal snapshots. However, the company routinely hired professionals to produce formal industrial photographs; in many of these cases, the photographer or studio is identified. Among these, the best-represented is Torkel Korling, a Chicago-based photographer who worked for RR Donnelley on a freelance basis. His work is found throughout this series, and is often identified in folder-level descriptions.

Most of the photographs in this series are black and white prints, though color prints are also found. Corresponding negatives are often found filed with the prints, or in adjacent folders. Other common photographic formats include transparencies and slides.

A variety of audio-visual formats are found in this series. Formats for audio recordings include cassette tapes and 78 rpm records. Audio-visual formats include VHS videocassettes and filmstrips. These materials have not been reviewed for content or recording quality.

To distinguish among the broad types of subjects and formats, this series has been divided into twelve subseries.

Subseries 1-7 consist mainly of black-and-white photographic prints and negatives, and are distinguished by the subjects represented:

Subseries 1: Annual Reports, contains photographs, negatives and transparencies used in RR Donnelley's annual reports. The images often represent personnel, facilities, equipment, products and events.

Some supporting material, such as sample annual reports and editorial correspondence, is also included. This subseries is organized chronologically by year from 1962-1990, though there is little or no material included for many of the years in this date span. Oversize material is located in an additional sequence at the end of this subseries, beginning with Box 553.

Subseries 2: Apprentice Schools and Training Programs, contains photographs and negatives showing students, personnel, classrooms, and special events for these programs. Many formal and informal group photographs of apprentices are included in this subseries. Material in this subseries complements the textual and visual material in found in Series V.

Subseries 3: Extra Bindery and Graphic Conservation, contains mainly of photographs of jobs produced by these departments; most of the photographs depict leather bound books and are mounted. The subjects of most of these images are not identified. The remaining material in the

collection shows staff members, facilities, and binding and conservation techniques in a variety of photographic formats. The photographs in this subseries complement the material on the Extra Bindery and Graphic Conservation departments found in Series IX.

Subseries 4: Industrial Engineering Studies, consists of prints and negatives, most measuring 4" x 5", taken between 1951 and 1966. The images, which were used to analyze work processes, show facilities, equipment, products and personnel in various stages of operations. Though few of the photographs are individually identified, most are roughly sorted according to the process represented. Descriptions of some of these processes are available in earlier inventories of this subseries.

Subseries 5: Plants and Facilities, represents several of RR Donnelley's plants in two distinct sequences of material. The first part of this subseries contain prints, negatives and color transparencies, most dating from the mid-twentieth century and organized according to plant location. Including in this part of the subseries are albums and loose photographs showing the construction of the Chicago complex, including the Calumet Avenue plant and auxiliary buildings; other plants in the United States and England are also represented. The second sequence of in this subseries contains slides of similar subjects; the slides date ca. 1960-1980s, and most are also organized according to plant location. The material in this subseries complements other facilities-related material found in Series II.

Subseries 6: Production, includes images of equipment, facilities, products and employees at work. Printing and binding technologies are documented in detail, as are diverse employee occupations. This subseries contains a large number of photographs taken by Torkel Korling, though not all are identified as such. This subseries is further organized into two distinct sequences of photographs: The first includes photographs taken at a variety of plants, particularly in the Chicago complex. The second sequence consists of manufacturing scenes taken entirely at the Crawfordsville plant. Unsorted photographs, some of which are individually indentified, are found at the end of the subseries.

Subseries 7: Personnel, documents the work life and company-sponsored activities of RR Donnelley employees. Some traditional subjects are found, such as individual and group portraits, and scenes of workers on the job; however, most of the photographs in this subseries are informal photographs of leisure activities and events sponsored by the company. These include dinners and parties, sports teams, family-oriented outings, amateur theater productions, and lunch-hour games. Many of these activities were organized by the Lakeside Press Employees Association (LPEA).

Subseries 8: Torkel Korling Matted Photographs, includes a selection of the work of the Chicago freelance photographer who documented many of RR Donnelley's operations during the mid-twentieth century. The photographs in this subseries are black-and-white prints, generally measuring about 12"x10," and supplemented with additional descriptive information on the mats. The images, most of which date from around 1950, show RR Donnelley personnel engaged in day-to-day work, as well as studies of machinery and other equipment. The images are documentary in nature and were often used in company publications; however, many of them are striking in their balance of empathy toward human subjects with clear documentations

of work processes. Some additional prints are found interleaved with the matted material. Korling's work is also represented in other subseries of this series, particularly Subseries 6.

Subseries 9-12 are distinguished by format, with various subjects represented in each:

Subseries 9: Slides, contains two broad types of item. The first part of the subseries contains slide presentations, organized chronologically and spanning the years 1969-1990. The slides from these presentations are often supplemented with transcripts and cassette recordings of speeches given with the presentation. The presentations often discuss management topics, strategic goals, company history and culture, and new products. The second part of this subseries is a general collection of thousands of slides, representing subjects similar to those in Subseries 5 and 6. Many of these slides are filed in cards or sheets and are well-identified; however, several boxes of unsorted and unidentified slides are also included. Many of these unsorted slides are individually identified on the boxes or frames.

Subseries 10: Vu-Graph Presentations, contains transparencies with accompanying text, dating to ca. 1950s-1960s. The presentations are on design subjects such as typography and layout, and were likely given in training courses by C. Prentiss Smith, whose personal papers are found in Series VIII.

Subseries 11: Audio Recordings, documents oral histories and company presentations. Most of the items in this subseries are cassette tape recordings of oral histories. Many of the oral histories also include reflections on the Donnelley family, and the individual careers of employees. Recorded between 1992-1995, the tapes are identified according to the dozens of individual employees who participated in the program. As personal recollections of RR Donnelley's development, these oral histories are complementary to material in Series VII, which include transcripts of oral history recordings and interviews. Also found in this subseries are several cassette recordings of presentation material, some of which appears to be related to the slide presentations in Subseries 7. There are also several unidentified cassette tapes. At the end of the subseries are two packaged and sealed 78 rpm records.

Subseries 12: Videotapes and Films, contains VHS videocassette tapes of presentations on management, company history, and Y2K technology compliance. Also included are three filmstrips whose content is not well-identified.

Subseries 1: Annual Reports

Box 544

Folder 1-8

1962-1977

Box 545

Folder 1-6

1978-1979

Box 546

Folder 1-8

1980-1984

Box 547
Folder 1-6
1984
Box 548
Folder 1-6
1984
Box 549
Folder 1-6
1984
Box 550
Folder 1-7
1984-1987
Box 551
Folder 1-6
1987
Box 552
Folder 1-4
1988-1989
Box 553
Folder 1-6
1968-1984
Box 554
Folder 1-5
1984
Box 555
Folder 1-6
1984
Box 556
Folder 1-8
1984-1990

Subseries 2: Apprentice Schools and Training Programs

Box 557
Folder 1-3
Apprentices, group photographs, 1910-1930s
Box 557
Folder 4
Apprentices, first graduating class reunion, ca. 1930s-1940s
Box 557
Folder 5
Apprentices, group photograph in front of Plymouth Court building, ca. 1924-1926
Box 557
Folder 6
Apprentices, group photograph in front of Plymouth Court building, 1913
Box 557
Folder 7

Apprentices hand setting type, 1908
Box 557
Folder 8
Apprentices at desks, 1909
Box 557
Folder 9
Apprentices at desks in library, 1910
Box 557
Folder 10
Apprentices operating small hand presses, 1913
Box 557
Folder 11
Apprentices hand-setting type, 1913
Box 557
Folder 12
Apprentices at desks, 1913
Box 557
Folder 13-14
Apprentices at desks, 1914
Box 557
Folder 15
Apprentices, form lock up, 1914
Box 557
Folder 16
Apprentices hand-setting type, 1915
Box 557
Folder 17
Apprentices in English class, 1916
Box 557
Folder 18
Apprentices hand-setting type, Calumet Plant, 1920s
Box 557
Folder 19
Apprentices with instructor checking forms, 1924
Box 557
Folder 20
Apprentices in design and layout course, 1933
Box 557
Folder 21
Estimating class, 1922
Box 557
Folder 22
Graduating apprentice class, Crawfordsville, 1925
Box 557
Folder 23
Graduating apprentice class, Crawfordsville, 1925

Box 557

Folder 24

Apprentice training course, Warsaw, 1950s

Box 557

Folder 25

Apprentice graduating class, Willard, 1961

Box 558

Folder 1

Apprentices in factory, Warsaw, Ca. 1950

Box 558

Folder 2

Apprentices, cylinder finishing with instructor Lyman Wilson, Warsaw, 1950s

Box 558

Folder 3

Banquet, 1953

Box 558

Folder 4

Manufacturing course, 1957-1958

Box 558

Folder 5

Graduating class, Lancaster, 1965

Box 558

Folder 6

Graduating class, Chicago Manufacturing Division, 1968

Box 558

Folder 7

Journeyman banquet, group photograph, 1973

Box 558

Folder 8

Classroom scenes, 1940s-1950s

Box 558

Folder 9

Unidentified photographs

Subseries 3: Extra Bindery and Graphic Conservation

Box 558

Folder 10-12

Work samples, photographs, undated

Box 559

Folder 1-5

Work samples, photographs, undated

Box 560

Folder 1-6

Work samples, photographs, undated

Box 560

Folder 7

Hand binding, photographs, ca. 1950s

Box 561

Folder 1-3

Hand binding, photographs, slides and negatives, ca. 1950s

Box 561

Folder 4

Paper conservation, photographs and negatives, ca. 1950s

Box 561

Folder 5

Staff members, photographs and negatives, ca. 1940s-1970s

Box 561

Folder 6

Facilities, photographs, ca. 1950s-1970s

Box 561

Folder 7

Coverdale Press Gutenberg census, photographs, ca. 1961

Box 561

Folder 8

Conservation, mounted photographs, ca. 1950s

Box 562

Harold W. Tribolet, bookbinding, two film reels, ca. 1937

Box 562

Unidentified glass lantern slides, three boxes, ca. 1930s

Subseries 4: Industrial Engineering Studies

Box 563

Photographs and negatives, ca. 1951-1966

Box 564

Photographs and negatives, ca. 1951-1966

Subseries 5: Plants and Facilities

Box 565

Folder 1

Early facilities, Church, Goodman and Donnelley Steam Printers Building at 108-110 Dearborn Street, prints and negatives, 1868

Box 565

Folder 2

Early facilities, post-fire ruins of the Lakeside Printing and Publishing Company at Clark and Adams, prints and negatives, 1871

Box 565

Folder 3

Early facilities, the Lakeside Printing and Publishing Company at Clark and Adams, photographic reproduction of ca. 1873 drawing, prints and negatives

Box 565

Folder 4

Early facilities, the Lakeside Press Building, 731 Plymouth Court, exterior views, ca. 1910s-1920s

Box 565

Folder 5

Early facilities, the Lakeside Press Building, 731 Plymouth Court, exterior details, ca. 1910s-1920s

Box 565

Folder 6

Early facilities, the Lakeside Press Building, 731 Plymouth Court, exterior with water curtain activated, ca. 1910s

Box 565

Folder 7

Early facilities, the Lakeside Press Building, 731 Plymouth Court, photographic reproductions of drawing and watercolor of exterior, undated

Box 565

Folder 8

Early facilities, the Lakeside Press Building, 731 Plymouth Court, manufacturing scenes, prints, ca. 1900s-1920s

Box 565

Folder 9

Early facilities, the Lakeside Press Building, 731 Plymouth Court, manufacturing scenes, negatives, ca. 1900s-1920s

Box 565

Folder 10

Early facilities, The Lakeside Press Building, 1897-1929 at 731 Plymouth Court, Proof Room, Ca. 1901-1909

Box 565

Folder 11

Early facilities, delivery wagon drawn by horses "Deat" and "Tige," near Plymouth Court building and at corner of Michigan and Adams, ca. 1910

Box 566

Folder 1-4

Chicago complex construction, albums and photographs, ca. 1917- 1928

Box 567

Folder 1

Chicago complex construction, South Plant, ca. 1946- 1947

- Chicago complex construction, South Plant, three albums, ca. 1946-1947

Box 568

Folder 1-6

Chicago complex construction, ca. 1946-1948

Box 569

Folder 1-3

Chicago complex construction, ca. 1946-1948

Box 569

Folder 1

Chicago complex construction, West Plant, ca. 1946-1948

Box 569

Folder 2

Chicago complex construction, West Plant, demolition of Davidson Mansion, ca. 1946-1948

- Chicago complex construction, West Plant, album, 1947-1948

Box 570

Folder 1-2

Chicago complex, aerial views, ca. 1930s-1960s

Box 570

Folder 3-4

Chicago complex buildings and facilities, prints and negatives attributed to Engineering Department, ca. 1949-1950

Box 571

Folder 1

Chicago complex, Calumet Plant, Reuben H. Donnelley Corporation, entrance

Box 571

Folder 2

Chicago complex, Calumet Plant, 350 East 22nd Street entrance lobby

Box 571

Folder 3

Chicago complex, Calumet Plant, hallways

Box 571

Folder 4

Chicago complex, Calumet Plant, Sales Offices, 8th floor

Box 571

Folder 5

Chicago complex, Calumet Plant, office interiors

Box 571

Folder 6

Chicago complex, Calumet Plant, bus stop in front of building

Box 571

Folder 7

Chicago complex, Calumet Plant, Training Library, interior

Box 571

Folder 8

Chicago complex, Calumet Plant, display of books printed by RR Donnelley, ca. 1940

Box 571

Folder 9

Chicago complex, Calumet Plant, suggestion system box

Box 571

Folder 10

Chicago complex, Calumet Plant, Savings and Loan Office, 1949

Box 571

Folder 11

Chicago complex, Calumet Plant, Personnel and Employment Office, 1951

Box 571

Folder 12

Chicago complex, Calumet Plant, Medical Department, ca. 1940s- 1950s

Box 571

Folder 13

Chicago complex, Calumet Plant, cafeteria, ca. 1920s-1950s

Box 571

Folder 14

Chicago complex, Calumet Plant, loading mail bags, 1920s

Box 571

Folder 15

Chicago complex, Calumet Plant, roll paper handling, 1930s

Box 572

Folder 1

Chicago complex, Calumet Plant, scrap metal recycling

Box 572

Folder 2

Chicago complex, Calumet Plant, by-products baling, 1930s

Box 572

Folder 3

Chicago complex, Calumet Plant, motorcycle messengers, 1930s

Box 572

Folder 4

Chicago complex, Calumet Plant, Machine Shop, 1930s

Box 572

Folder 5

Chicago complex, Calumet Plant, Mechanical Rooms, 1930s

Box 572

Folder 6

Chicago complex, Calumet Plant, Operating and Sales Department, 1950s

Box 572

Folder 7

Chicago complex, Calumet Plant, Reuben H. Donnelley's office, 1st Floor, interior

Box 572

Folder 8

Chicago complex, Calumet Plant, Reuben H. Donnelley Corporation Offices, leaded windows

Box 572

Folder 9

Chicago complex, Calumet Plant, T.E. Donnelley's office, 8th Floor, interior

Box 572

Folder 10

Chicago complex, Calumet Plant, Gaylord Donnelley's office, 8th Floor, interior

Box 572

Folder 11

Chicago complex, Calumet Plant, Executive Offices, 8th Floor, interiors

Box 572

Folder 12

Chicago complex, Calumet Plant, exterior with illuminated "Buy War Bonds" sign on roof

Box 572

Folder 13

Chicago complex, Calumet Plant, Executive Offices, carved woodwork

Box 572

Folder 14

Chicago complex, Calumet Plant, Executive Offices, leaded windows

Box 572

Folder 15

Chicago complex, Calumet Plant, Memorial Library, doors

Box 572

Folder 16

Chicago complex, Calumet Plant, Memorial Library, fireplace

Box 572

Folder 17

Chicago complex, Calumet Plant, Memorial Library, carved stone ornaments

Box 573

Folder 1

Chicago complex, Calumet Plant, Memorial Library, leaded windows

Box 573

Folder 2

Chicago complex, Calumet Plant, Memorial Library, interiors

Box 573

Folder 3

Chicago complex, Calumet Plant, Memorial Library, interiors, color

Box 573

Folder 4

Chicago complex, Calumet Plant, 8th Floor Exhibition Gallery, Color

Box 573

Folder 5

Chicago complex, Calumet Plant, 8th Floor Exhibition Gallery

Box 573

Folder 6

Chicago complex, Calumet Plant, Torkel Korling, interior scenes with employees, 1956

Box 573

Folder 7

Chicago complex, Calumet Plant, Calumet Plant, Financial Printing, 6th Floor
Renovation, 1984

Box 574

Folder 1

Chicago complex, Calumet Plant, exterior

Box 574

Folder 2

Chicago complex, Calumet Plant, construction site

Box 574

Folder 3

Chicago complex, Calumet Plant, 1924 additions under construction

Box 574

Folder 4

Chicago complex, Calumet Plant, load test during construction

Box 574

Folder 5

Chicago complex, Calumet Plant, pre-1924 additions viewed from southeast, 1923

Box 574

Folder 6

Chicago complex, Calumet Plant, Calumet Avenue houses, 1923

Box 574

Folder 7

Chicago complex, Calumet Plant, Buildings A and D additions, 1928

Box 574

Folder 8

Chicago complex, Calumet Plant, Buildings A and D additions under construction, negatives, 1928

Box 574

Folder 9

Chicago complex, Calumet Plant, 350 East 22nd Street entrance, details of stone carvings

Box 574

Folder 10

Chicago complex, Calumet Plant, details of carved stone ornaments

Box 574

Folder 11

Chicago complex, Calumet Plant, details of terracotta shields

Box 574

Folder 12

Chicago complex, Calumet Plant, details of carved stone horse and rider on either side of 350 E. 22nd St. entrance

Box 574

Folder 13

Chicago complex, Calumet Plant, bridge over Calumet Avenue

Box 574

Folder 14

Chicago complex, Calumet Plant, viewed from east, color

Box 575

Folder 1

Chicago complex, Calumet Plant, viewed from east

Box 575

Folder 2

Chicago complex, Calumet Plant, viewed from south, color

Box 575

Folder 3

Chicago complex, Calumet Plant, viewed from South Cermak in snowstorm, 1967

Box 575

Folder 4

Chicago complex, Calumet Plant, construction of 9th floor, 1951

Box 575

Folder 5

Chicago complex, Calumet Plant, aerial view

Box 575

Folder 6

Chicago complex, Calumet Plant, tower

Box 575

Folder 7

Chicago complex, Calumet Plant, front with parking lot

Box 575

Folder 8

Chicago complex, Calumet Plant, railroad stop

Box 575

Folder 9

Chicago complex, Calumet Plant, viewed from Lake Michigan, 1947

Box 575

Folder 10

Chicago complex, Calumet Plant, signage on roof

Box 575

Folder 11

Chicago complex, Calumet Plant, bridge from Building B to D

Box 575

Folder 12

Chicago complex, Calumet Plant, rooftop view of flagpole and city, rooftop view of 22nd Street parking lot, 1952

Box 575

Folder 13

Chicago complex, Calumet Plant, west side, details

Box 575

Folder 14

Chicago complex, Calumet Plant, photographic reproductions of Rudolph Ruzicka wood engraving and unidentified watercolor

Box 575

Folder 15

Chicago complex, Calumet Plant, viewed from Lake Shore Drive through trees

Box 575

Folder 16

Chicago complex, Calumet Plant, exterior views, 1930s-1960s

Box 575

Folder 17

Chicago complex, Calumet Plant, exterior views during Century of Progress exposition, ca. 1933

Box 575

Folder 18

Chicago complex, Calumet Plant, C. Prentiss Smith, panorama views during Century of Progress exposition, ca. 1933

Box 575

Folder 19

Chicago complex, Calumet Plant, L. Buck, retouched photographs, ca. 1930s

Box 575

Folder 20

Chicago complex, Calumet Plant, viewed from Lake Michigan at night, undated

Box 576

Folder 1-3

Chicago complex, 2223 King Drive, construction, ca. 1960-1961

Box 576

Folder 4

Chicago complex, 2223 King Drive with Calumet Plant in background

Box 576

Folder 5

Chicago complex, 2223 King Drive, exterior views, ca. 1960s

Box 576

Folder 6

Chicago complex, 2223 King Drive, exterior views, color, ca. 1960s- 1970s

Box 576

Folder 7

Chicago complex, South Plant, exterior views, ca. 1950s-1960s

Box 577

Folder 1

Chicago complex, South Plant, exterior views, negatives

Box 577

Folder 2

Chicago complex, South Plant, construction site

Box 577

Folder 3

Chicago complex, South Plant, architect's model

Box 577

Folder 4

Chicago complex, South Plant, dedication, 1947

Box 577

Folder 5

Chicago complex, South Plant, men's lounge

Box 577

Folder 6

Chicago complex, South Plant, building crew, 1946

Box 577

Folder 7

Chicago complex, South Plant, presses, 1946-1960s

Box 577

Folder 8

Chicago complex, South Plant, binding line and signature conveyor, 1960s

Box 577

Folder 9

Chicago complex, North Plant, construction, 1948-1949

Box 577

Folder 10

Chicago complex, North Plant, exterior views

Box 577

Folder 11

Chicago complex, North Plant, exterior views, color

Box 577

Folder 12

Chicago complex, North Plant, by-product bailer

Box 578

Folder 1

Chicago complex, West Plant, exterior views

Box 578

Folder 2

Chicago, ABC (American Book Company) Building, exterior

Box 578

Folder 3

Chicago, Allyn-Bacon Building, exterior

Box 578

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- Chicago, Calumet Plant at night, exterior
- Chicago, 2223 King Drive, exterior
- Chicago, Calumet and King Drive, exterior
- Chicago, South Plant, exterior
- Chicago, North Plant, exterior
- Chicago, North Plant, remodel, 1979
- Chicago, Foil Plant, exterior
- Chicago, West Plant exterior
- Chicago, ABC Building, exterior
- Chicago, Allyn-Bacon Building, exterior
- Chicago, Calumet Plant pollution control systems, exterior, 1974

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- Calumet Plant, exterior signage
- Calumet Plant, train tracks with Loop in background
- Calumet Plant, railroad cars with cargo
- Chicago Complex, aerial view
- Calumet Plant, Memorial Library, interior
- Calumet Plant, Memorial Library, Ben Franklin leaded glass window
- Calumet Plant, West Side, entrance
- Calumet Plant, terracotta shields
- Calumet Plant, satellite dish
- Chicago, satellite reception equipment
- Calumet Plant, binding, labeling and mailing lines
- Calumet Plant, Sears presses
- Calumet Plant, materials handling and transportation
- Chicago, Electronic Graphics building, exterior
- Chicago, Electronic Graphics, interiors with equipment
- Chicago, Electronic Graphics, Calumet Center
- Chicago, Kimball House

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Box of slides, ca. 1960-1980

- Chicago, Corporate Computer Services, interiors with equipment
- Chicago, Photo Comp
- Chicago, Chroma Comp
- Chicago, cylinder and plate work
- Chicago, gravure proof presses
- Chicago, Financial sheet-fed presses
- Chicago, Calumet Plant presses

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- Crawfordsville, binding lines
- Crawfordsville, cartooning
- Crawfordsville, mini-web

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Box of slides, ca. 1960-1980

- Crawfordsville, software
- Crawfordsville, short-run presses

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Container 6

Box of slides, ca. 1960-1980

- Crawfordsville, South Plant exterior
- Crawfordsville, Sloan Plant exterior
- Crawfordsville, loading dock with train tracks
- Crawfordsville, warehousing
- Crawfordsville, baling room
- Crawfordsville, computerized preliminary
- Crawfordsville, Wabash College
- Crawfordsville, software

Box 586

Container 1

Box of slides, ca. 1960-1980

- Crawfordsville, presses
- Crawfordsville, bindery

Box 586

Container 2

Box of slides, ca. 1960-1980

- Crawfordsville, mini-web

Box 586

Container 3

Box of slides, ca. 1960-1980

- Crawfordsville
- Dwight, exterior
- Dwight, aerial and map
- Dwight, preliminary
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Box of slides, ca. 1960-1980

- Dwight, storage, transportation and interiors
- Dwight
- Dwight, roll tending
- Dwight, presses

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Box of slides, ca. 1960-1980

- Dwight, binding lines
- Gallatin, exterior, maps

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Container 6

Box of slides, ca. 1960-1980

- Gallatin, presses
- Gallatin, vertical warehousing
- Gallatin, Life binding line, 1978
- Gallatin, Albert press
- Glasgow, exterior

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Container 1

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- Glasgow, preliminary
- Glasgow, presses
- Glasgow, binding line
- Glasgow, wrapping and bundling
- Glasgow, loading dock
- Glasgow, recycle
- Glasgow
- Greeley (Norwest), 1987

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Container 2

Box of slides, ca. 1960-1980

- Harrisonburg, maps
- Harrisonburg, exterior
- Harrisonburg, aerial
- Harrisonburg, preliminary
- Harrisonburg, presses
- Harrisonburg, binding lines
- Harrisonburg, employees

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Container 3

Box of slides, ca. 1960-1980

- Harrisonburg
- Lancaster West, exterior

- Lancaster West, binding lines
- Lancaster West, warehousing
- Lancaster West, baling
- Lancaster
- Lancaster East, exterior
- Lancaster East, composition

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Container 4

Box of slides, ca. 1960-1980

- Lancaster East, preliminary
- Lancaster East, composition

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Container 5

Box of slides, ca. 1960-1980

- Lancaster East, presses
- Lancaster East, Financial binding line
- Lancaster East, binding line

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Box of slides, ca. 1960-1980

- Lancaster East, wrapping and bundling
- Lancaster East, warehousing
- Lancaster Gravure, exterior
- Lancaster Gravure, preliminary
- Lancaster Gravure, engraving
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- Lancaster Gravure, binding line
- Lancaster Gravure, in-house postal
- Lancaster Cartographic, exterior
- Lancaster Cartographic, staff and offices

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Container 1

Box of slides, ca. 1960-1980

- Lancaster Cartographic, products
- Lancaster Cartographic, composition and production
- Los Angeles (Interweb), exterior
- Los Angeles (Interweb), products
- Los Angeles (Interweb), products, 1979
- Los Angeles (Interweb), presses
- Los Angeles (Interweb), binding line

Box 588

Container 2

Box of slides, ca. 1960-1980

- Mattoon, exterior
- Mattoon, aerial
- Mattoon, pollution control systems

- Mattoon, ink lab
- Mattoon, preliminary
- Mattoon, roll handling and transportation
- Mattoon, shipping
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- Mattoon
- Mattoon, presses

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- Mattoon, presses
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- Mattoon, wrapping, labeling and addressing

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- Old Saybrook, exterior
- Old Saybrook, map
- Old Saybrook, transportation
- Old Saybrook, presses
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- Old Saybrook
- Reno, exterior
- Spartanburg, exterior
- Spartanburg, aerial

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Container 5

Box of slides, ca. 1960-1980

- Spartanburg, handling and shipping
- Spartanburg, cylinder work
- Spartanburg, presses
- Spartanburg, binding line
- Warsaw, maps
- Warsaw, exterior
- Warsaw, aerial
- Warsaw, satellite dish
- Warsaw, preliminary
- Warsaw, computer
- Warsaw, solvent recovery system
- Warsaw, production control charts
- Warsaw, binding line

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- Warsaw, digital engraving, scanner
- Warsaw, presses

- Warsaw, ink farm
- Warsaw, ink jet heads
- Warsaw, bundling, storage and warehousing
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- Willard, exterior
- Willard, aerial

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Container 1

Box of slides, ca. 1960-1980

- Willard, presses
- Willard, bailer
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- York, England, exterior
- York, England, construction
- York, England, aerial
- York, England, products
- York, England
- Gateshead, England
- Dunstable, England
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- New York, 75 Park Place, exterior
- New York, Financial
- New York, 80 Pine Street, Financial
- New York, Financial, satellite transmission
- Dallas, Financial Sales Office

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- Calumet Plant, Chicago Financial Sales Offices and Manufacturing Plant, 1984-1985
- London, England, Financial Sales Offices
- Donnite, exterior
- Washington, D.C., Financial
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- Elgin, exteriors
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Box of slides, ca. 1960-1980

- Satellite dishes

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- Electronic Graphics, Condé Nast products, 1974
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- Classroom training sessions, 1970s-1980s
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- Locations, maps and graphics
- Manufacturing plant exteriors series, 1970s

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Box of slides, ca. 1960-1980

- Preliminary, all processes

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- Preliminary, plate making, cylinder engraving, 1960s-1980s
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Box of slides, ca. 1960-1980

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- Presses, former boards, slitters, delivery
- Presses, automated stacking
- Presses, web-fed
- Binding lines, 1960s-1980s

Box 590

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Box of slides, ca. 1960-1980

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- Selectronic ink jet printing and binding systems, 1970s-1980s
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- Warehousing and storage
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Plant tour, Bell Telephone, Willard, 1970s

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Plant tour, L.M. Berry, ca. 1977

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Plant tour, CBS (WBBM) tour and recording session, 1955

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Plant tour, Club International Heliography meeting, Chicago, 1961

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Plant tour, Family Health, undated

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Plant tour, National Geographic, 1970

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Plant tour, Sunset magazine, Bill and Jean Lane, ca. 1977

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Typesetting, type composition room for Compton's Encyclopedia, 1943

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Typesetting, type composition by hand with composing stick, 1942

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Typesetting, monotype keyboard operators

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Packaging and mailing, automated address labeling, 1934

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Packaging and mailing, mailroom bundling, ca. 1949

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Binding line with Jean Harlow on product, ca. 1936

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Quality inspection, sheet-fed, Torkel Korling, ca. 1959

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Proof checking, ca. 1940s-1950s

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Presses, Department B, sheet fed vertical presses

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Presses, Department B, Torkel Korling, ca. 1949

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Presses, Department C, Torkel Korling for Look magazine, ca. 1954

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Presses, Department C, Torkel Korling, ca. 1950s

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Presses, Department C, letterpress showing delivery, ca. 1950

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Presses, Department C, ca. 1960s

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Presses, Department N, Cottrell letterpress, 1966

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Presses, Department NC, Torkel Korling, 1966

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Presses, Department NC, ca. 1959

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Presses, Department R, Torkel Korling, ca. 1940s-1960s

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Presses, Department WA, Torkel Korling, ca. 1959

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Presses, Chicago, Plymouth Court, sheet-fed letterpresses, ca. 1920s

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Presses, Gallatin and Old Saybrook, ca. 1960s-1980s

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Presses, Warsaw, ca. 1965

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Presses, Willard, ca. 1968

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Presses, roll paper changing, ca. 1961

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Presses, letterpress, undated

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Presses, web-fed, ca. 1930s-1960s

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Presses, sheet-fed letterpresses, ca. 1940s-1960s

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Presses, offset, ca. 1940s-1950s

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Presses, Al Carr, comparison of Miehle and Harris offset presses, plates and cylinders, 1951

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Presses, signature delivery, ca. 1930s-1960s

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Presses, hand presses, undated

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Presses, Calumet Plant, Departments C, ME, IG, Y, D, MI, 1976

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Presses, checking proofs, ca. 1950s

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Jobs in production, Book of Life, presentation to John Rudin and Company, Inc., 1923

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Jobs in production, Columbia Encyclopedia, 1925

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Jobs in production, Encyclopaedia Britannica, Willard, Color, 1974

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Jobs in production, Fortune, 1950

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Jobs in production, Guns magazine, 1945

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Jobs in production, Lakeside Classics and Lakeside News, 1949

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Jobs in production, Life magazine, 1940s-1960s

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Jobs in production, Look magazine, 1960

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Jobs in production, Manhattan Yellow Pages, 1940s

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Jobs in production, Montgomery Ward catalog

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Jobs in production, National Geographic, 1962

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Jobs in production, The New Book of Knowledge, 1962

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Jobs in production, The New Yorker, Chicago, Dept. Y, ca. 1965

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Jobs in production, The New Yorker, ca. 1970s

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Jobs in production, Philadelphia Yellow Pages, ca. 1964

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Jobs in production, Reader's Digest, Spanish edition, 1959

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Jobs in production, Sears, Roebuck and Company

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Jobs in production, Time magazine, ca. 1930s

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Jobs in production, World Book Encyclopedia, 1960s

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Jobs in production, supply catalogs, ca. 1950s

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Calumet Plant manufacturing scenes, William M. Rittase, ca. 1950

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Willard manufacturing scenes, 1957

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Crawfordsville manufacturing scenes, proof reading

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Crawfordsville manufacturing scenes, Seybold trimmer

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Folder 5

Crawfordsville manufacturing scenes, sheet-fed presses, 1940s

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Crawfordsville manufacturing scenes, web-fed presses

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Crawfordsville manufacturing scenes, hand-feeding signatures, 1930s

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Folder 8

Crawfordsville manufacturing scenes, case binding line, 1940s

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Crawfordsville manufacturing scenes, case binding line, 1960s

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Folder 10

Crawfordsville manufacturing scenes, case binding line conveyor, color, 1970s

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Crawfordsville manufacturing scenes, case binding line, 1970s- 1980s

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Crawfordsville manufacturing scenes, case making line, 1940s

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Folder 1

Crawfordsville manufacturing scenes, second South Plant entrance, ca. 1968

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Crawfordsville manufacturing scenes, mailing operations, 1949

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Crawfordsville manufacturing scenes, storage and warehousing

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Crawfordsville manufacturing scenes, roll paper handling

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Crawfordsville manufacturing scenes, camera work

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Crawfordsville manufacturing scenes, loading dock with train tracks

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Crawfordsville manufacturing scenes, by-product baling

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Crawfordsville manufacturing scenes, presses and binding lines, 1968

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Crawfordsville manufacturing scenes, Cameron short run press, 1975

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Crawfordsville manufacturing scenes, mini web press operations, 1974

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Crawfordsville manufacturing scenes, Composing Room, 1943

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Crawfordsville manufacturing scenes, Line 6, 1974

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Crawfordsville manufacturing scenes, cartoner, 1974

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Crawfordsville manufacturing scenes, Smyth sewer, 1974

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Crawfordsville manufacturing scenes, end sheeting, Line 6, 1974

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Crawfordsville manufacturing scenes, photographs for "The Story of Crawfordsville," 1996

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Crawfordsville manufacturing scenes and unsorted photographs, 1920s

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Crawfordsville manufacturing scenes, 1930s-1960s

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Folder 3

Crawfordsville manufacturing scenes, photocopies of photographs with identification labels, ca. 1960s-1990s

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Crawfordsville manufacturing scenes

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Folder 1-2

Crawfordsville manufacturing scenes

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Folder 3

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Composition, unsorted photographs

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Computers, unsorted photographs

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Folder 6

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Folder 7

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Twenty-five year employment anniversary dinners, notes on photographs, 1954-1955

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Twenty-five year employment anniversary dinners, 1940s-1950s

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Folder 1

Dedication of Recreation Grounds, Plymouth Court, 1916

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Donnelley Club Christmas dolls, undated

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Picnic, Kankakee, ca. 1902

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Christmas Party, Calumet Plant, 1951

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Men's banquet, 1946

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Amusement park trips, ca. 1960s

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Baseball team, 1913

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Baseball game at company picnic, 1916

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Baseball game at company picnic, ca. 1920s

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Basketball team, men's, 1922

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Golf, ca. 1940s-1960s

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Roller skating, ca. 1960s

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Table tennis, ca. 1950s

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Theater group, Plymouth Court, 1923

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Unidentified events and activities, ca. 1940s-1960s

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LPEA (Lakeside Press Employees Association) staff, ca. 1940s- 1970s

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Electronic Graphics staff, 1977

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Employee group portrait, ca. 1915

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Donnelley family members, ca. 1890s-1980s

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Lakeside Bank dedication ceremonies, 1966 and 1991

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Checkers games, Torkel Korling, ca. 1930s-1940s

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LPEA (Lakeside Press Employees Association) awards, ca. 1960s- 1980s

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Folder 3

Minstrel show, ca. 1915-1916

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Folder 4

Pool game, Torkel Korling, ca. 1940s

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Table tennis, South Plant, ca. 1940s

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Women's lounge, Torkel Korling, ca. 1940s-1950s

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Printing students bus trip to Mergenthaler Linotype Company, Brooklyn, 1937

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Financial Printing staff, Lancaster and New York, 1985

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"Man Working for C. Prentiss Smith," Bruce Rogers, ca. 1950s

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Unidentified personnel, ca. 1980s

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Customer service representatives, group portraits, ca. 1960

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Design staff, Calumet Plant, ca. 1940s

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Estimating staff, Calumet Plant, ca. 1950s

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Folder 4

Donnelley family members, ca. 1890s-1950s

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Richard Robert Donnelley, copper engraved portrait, undated

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Folder 6

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Employee training scenes from "Your Career at Donnelley's," 1957

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Employees, possibly proof readers, 1909

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Folder 1

Employees, possibly pressroom staff, ca. 1883

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Individuals and groups, ca. 1930s-1960s

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Individuals and groups, unidentified, ca. 1920s-1980s

Subseries 8: Torkel Korling Matted Photographs

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Crawfordsville, eighteen photographs

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Crawfordsville, eighteen photographs

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Box 618

Chicago and unidentified locations, eighteen photographs

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Presentation, "The Personal Mass Magazine," June 1969

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Folder 2

Presentation, Gallatin bindery, ca. 1970s

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Presentation, "We Can Do It All," ca. 1970s

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Folder 4

Presentation, company history, 1864-ca. 1972

Box 619

Folder 5

Presentation, Centralia, Washington, ca. 1972

Box 619

Folder 6

Presentation, tabloid inserts, 1973

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Folder 7

Presentation, Encyclopaedia Britannica, 1974

Box 619

Folder 8

Presentation, tabloid inserts, 1975

Box 620

Folder 1

Presentation, transition to metric, temperature, 1976

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Presentation, transition to metric, area, 1976

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Presentation, transition to metric, length, 1976

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Presentation, transition to metric, volume, 1976

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Presentation, transition to metric, mass, 1976

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Presentation, transition to metric, introduction to S.I. units, 1976

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Presentation, "The Challenge of Change," January 1977

Box 620

Folder 8

Presentation, "The Personal Catalog," January 1977

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Folder 9

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Box 620

Folder 10

Presentation, "The Personal Mass Magazine," 1977

Box 621

Folder 1

Presentation, company history, 1977

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Folder 2

Presentation, "Personal Special Interest Magazine," February 1978

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Folder 3

Presentation, "Mail Order Catalog," revised, November 1978

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Folder 4

Presentation, "Welcome to Donnelley," company orientation, 1978

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Presentation, "Added Value, An Introduction to R. R. Donnelley," 1979

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Folder 6

Presentation, "Added Value, An Introduction to R. R. Donnelley," new version, 1979

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Folder 7

Presentation, "Added Value," directory, 1979/1980

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Presentation, annual talk, 1980

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Folder 9

Presentation, "State of Gravure," John Dennis, October 1980

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Folder 1-3

Presentation, Harrisonburg, 1980

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Folder 4

Presentation, "Tomorrow's Directory," single screen version, 1980

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Presentation, "Directory Forecast," 1980-1985

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Presentation, filmless prepress, ca. 1980s

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Folder 1

Presentation, digital prepress, ca. 1980s

Box 623

Folder 2

Presentation, annual talk, 1981

Box 623

Folder 3

Presentation, gravure, 1981

Box 623

Folder 4

Presentation, "Nobody Does It Better," 1981

Box 623

Folder 5

Presentation, plant review, 1982

Box 623

Folder 6

Presentation, annual talk, 1982

Box 623

Folder 7

Presentation, annual talk, sales version, 1982

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Folder 8

Presentation, gravure, John Dennis, 1982

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Folder 9

Presentation, halftone gravure, November 1983

Box 624

Folder 1

Presentation, magazine 5-year plan, 1983-1987

Box 624

Folder 2

Presentation, "Radio Shack, The Future Is Now Digital," 1983

Box 624

Folder 3

Presentation, annual talk, 1983

Box 624

Folder 4

Presentation, manager's talk, 1983

Box 624

Folder 5-6

Presentation, Satellite Services, 1983

Box 624

Folder 7

Presentation, manager's talk, financial, 1983

Box 624

Folder 8

Presentation, manager's talk, Glasgow additions, 1983

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Folder 9

Presentation, manager's talk, Lancaster additions, 1983

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Folder 10

Presentation, manager's talk, Ben Johnson version, 1983

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Folder 11

Presentation, TAC Presentation, EG Group, January 1984

Box 625

Folder 1

Presentation, Electronistore presentation to Board of Directors, July 1984

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Folder 2

Presentation, "Added Value," 1984

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Folder 3

Presentation, Financial Group annual talk, 1984

Box 625

Folder 4

Presentation, Electronic Graphics sales meeting, 1984

Box 625

Folder 5

Presentation, Electronistore, 1984-1985

Box 625

Folder 6

Presentation, Dan Reeves, presentation to catalog sales group, May 1985

Box 625

Folder 7

Presentation, "Change," manager's speech, October 1985

Box 625

Folder 8

Presentation, Magazine Group, Jim Sullivan, Nov. 1985

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Folder 9

Presentation, annual talk, John Dennis, 1985

Box 626

Folder 1

Presentation, annual talk, Jack Schwemm, 1985

Box 626

Folder 2

Presentation, financial analyst, 1985

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Folder 3

Presentation, Electronistore, 1985

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Folder 4

Presentation, Electronistore, ca. 1985

Box 626

Folder 5

Presentation, annual talk, Dan Reeves, Cartographic, 1986

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Folder 6

Presentation, annual meeting of shareholders, Jack Schwemm, 1986

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Folder 7

Presentation, annual talk, financial version, 1986

Box 627

Folder 1

Presentation, annual talk, Magazine Group, Jim Sullivan, 1986

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Folder 2

Presentation, annual talk, Financial Group, January 1989

Box 627

Folder 3

Presentation, annual talk, corporate, 1989

Box 627

Folder 4

Presentation, annual talk, John R. Walter, 1989

Box 627

Folder 5

Presentation, employee talks, 1990

Box 627

Folder 6

Presentation, Donnelley introduction, Chinese version, undated

Box 627

Folder 7

Presentation, "Gem of an Idea," undated

Box 627

Folder 8

Presentation, F. Hoell, special advertising slides, undated

Box 627

Folder 9

Presentation, "Tomorrow," undated

Box 628**Folder 1**

Slide cards

- Paper and ink
- Preliminary, copy and layout
- R.I.T. (2 cards)
- Mi-200 Minicard (2 cards)
- Preliminary
- Preliminary, Coxhead liner

Box 628**Folder 2**

Slide cards

- Preliminary, Justowriter, Listomatic
- Preliminary, Monophoto
- Preliminary, IBM equipment
- Preliminary, Mufax
- Preliminary, Linofilm
- Preliminary, Linofilm composer

Box 628**Folder 3**

Slide cards

- Composition and Linotype history (4 cards)

Box 628**Folder 4**

Slide cards

- Preliminary, Monotype and Linotype
- Preliminary, hand composition
- Preliminary, Fotosetter
- Preliminary, camera and film (3 cards)

Box 628**Folder 5**

Slide cards

- Preliminary, Department M, camera and film
- Preliminary, Densitometry (2 cards)
- Preliminary, general (2 cards)
- Preliminary, copy

Box 628**Folder 6**

Slide cards

- Preliminary, copy routing, scheduling
- Computer Services, dated equipment (4 cards)
- Preliminary, Monotype

Box 629**Folder 1**

Slide cards

- Preliminary, rotogravure sheet-fed
- Preliminary, plates
- Preliminary, plate making (4 cards)
- Preliminary, plate work

Box 629

Folder 2

Slide cards

- Preliminary, Klisch, 1979
- Presswork, early
- Dated Equipment, presses, letterpress (2 cards)
- Dated Equipment, presses, web (2 cards)

Box 629

Folder 3

Slide cards

- Dated equipment, presses, sheet-fed
- Dated equipment, presses, totogravure sheet-fed
- Dated equipment, presses
- Dated equipment, press work, Weterfac (2 cards)
- Dated equipment, press work

Box 629

Folder 4

Slide cards

- Dated equipment, bindery (4 cards)
- Dated equipment (2 cards)

Box 629

Folder 5

Slide cards

- Bindery, stitcher recorder
- Cottrell roto-web
- Proofing
- Dated work scenes (2 cards)
- Roll stock

Box 630

Folder 1

Slide cards

- Vaccu-lift, 1963
- Flat stock
- Material handling (2 cards)
- Mailing, transportation
- Department ERD, 1958 (3 cards)

Box 630

Folder 2

Slide cards

- Management (5 cards)
- Cars (empty)

Box 630

Folder 3

Slide cards

- Foil
- Foil printing (8 cards)

Box 630

Folder 4

Slide cards

- Foil Plant
- Foil, preliminary handling (2 cards)
- Foil, material handling (5 cards)

Box 631

Folder 1

Slide cards

- Foil, 50" roll handling
- Unsorted slides
- Campbell's Soup labels
- Color flats
- Mail program, 1969 (2 cards)

Box 631

Folder 2

Slide cards

- ALCOA presentation, July 8, 1960
- Civil defense, Japanese generals, 1955
- Company history
- Software

Box 631

Folder 3

Slide cards

- Magazines, Interweb Products, 1979 (2 cards)
- Magazines, 1960-1967
- Magazines, 1976-1980
- Magazines, 1968-1969 (2 cards)

Box 631

Folder 4

Slide cards

- Magazines, Donnelley's Weekly and Monthly Magazine Market, 1970-1977 (2 cards)
- Magazines, 1969-1978
- Magazines, 1970-1975
- Magazines, 1976-1977
- Magazines, 1978
- Magazines, 1980-1981

Box 631

Folder 5

Slide cards

- Magazines, Sports Products, 1979-1980 (2 cards)

- Magazines, American College of Physicians
- Magazines, Family Circle (2 cards)
- Magazines, Farm Journal
- Magazines, Field and Stream

Box 631

Folder 6

Slide cards

- Magazines, Ford Times
- Magazines, Fortune (2 cards)
- Magazines, Life (4 cards)

Box 632

Folder 1

Slide cards

- Magazines, Life, production and preliminary (3 cards)
- Magazines, Life, etching
- Magazines, Life, pressroom
- Magazines, Life, presswork
- Magazines, Life, binding line
- Magazines, Life, product shots

Box 632

Folder 2-3

Slide cards, magazines, Life, B-200 banding story (14 cards)

- Magazines, Life, loss of contract to World Color and last RR Donnelley-printed issue, Dec. 1988, 1978-1988
- Magazines, Look
- Magazines, Look, New York offices (4 cards)
- Magazines, Look, stackers

Box 633

Folder 1

Slide cards

- Magazines, National Geographic (2 cards)
- Magazines, Newsweek
- Magazines, New Yorker
- Magazines, New York Times (4 cards)

Box 633

Folder 2

Slide cards

- Magazines, Surgery and Gynecology, 1963 (7 cards)
- Magazines, Time, Inc.
- Magazines, Time

Box 633

Folder 3

Slide cards

- Magazines, Time-Life
- Magazines, Time-Life, DA-110 materials handling (2 cards)
- Magazines, U.S. News and World Report (5 cards)

Box 633

Folder 4

Slide cards

- Catalogs, 1950s
- Catalogs, 1960s
- Catalogs, 1970s (5 cards)

Box 634

Folder 1

Slide cards

- Catalogs, (2 cards)
- Sears catalog presentation, SE-300
- Sears bindery (6 cards)

Box 634

Folder 2

Slide cards

- Directories, (2 cards)
- Directories, telephone books makeup, T-200 (3 cards)
- Directories, (2 cards)
- Directories, Crawfordsville bindery
- Directories, Crawfordsville Listomatic

Box 634

Folder 3

Slide cards

- Directories, telephone books
- Directories, Dun and Bradstreet (3 cards)
- Directories, telephone, Illinois Bell System, T-210

Box 634

Folder 4

Slide cards

- Books (2 cards)
- Books, 1978-1979 (5 cards)
- Books, 1979
- Books, Willard bindery
- Books, Unlabelled

Box 635

Folder 1

Slide cards

- Encyclopedias
- Encyclopedias, AEP
- Encyclopedias, Compton's
- Encyclopedias, Doubleday
- Encyclopedias, Ebony
- Encyclopedias, Britannica

Box 635

Folder 2

Slide cards

- Encyclopedia of Education
- Encyclopedias, Family Handyman
- Encyclopedias, Funk and Wagnall's
- Encyclopedias, Grolier
- Encyclopedias, McGraw-Hill
- Encyclopedias, Southwestern Company
- Encyclopedias, pallet-less handling of packed sets of World Book, 1961 (2 cards)
- Encyclopedias, World Book (2 cards)

Box 635

Folder 3

Slide cards

- Annual reports, 1960s
- Annual reports, 1970s
- Annual reports, Electronistore
- Annual reports, company profile, 1979
- Annual reports, company profile, 1980 (2 cards)
- Annual reports, company profile, 1980s
- Annual reports, company profile, 1981
- Annual Reports, marketing

Box 635

Folder 4

Slide cards

- Plants and facilities, Corporate Building
- Plants and facilities, buildings
- Plants and facilities, Chicago buildings
- Plants and facilities, "The End"
- Plants and facilities, Calumet Plant before Corporate Building
- Plants and facilities
- Plants and facilities, Calumet Plant gallery
- Plants and facilities, gallery exhibit

Box 636

Folder 1

Slide cards

- Plants and facilities, Chicago, South Plant
- Plants and facilities, Chicago, North Plant
- Plants and facilities, Crawfordsville, history
- Plants and facilities, Crawfordsville
- Plants and facilities, Dwight, 1968
- Plants and facilities, Dwight , 1971
- Plants and facilities, Dwight, 1972

Box 636

Folder 2

Slide cards

- Plants and facilities, Glasgow (3 cards)
- Plants and facilities, Glasgow expansion
- Plants and facilities, Harrisonburg (2 cards)

- Plants and facilities, Harrisonburg, 1979 (2 cards)

Box 636

Folder 3

Slide cards

- Plants and facilities, Lancaster
- Plants and facilities, Lancaster E
- Plants and facilities, Lancaster Gravure
- Plants and facilities, Mattoon
- Plants and facilities, Old Saybrook
- Plants and facilities, Spartanburg, 1979 (3 cards)

Box 636

Folder 4

Slide cards

- Plants and facilities, Warsaw
- Plants and facilities, Warsaw manning charts, 1958
- Plants and facilities, Willard site study, W-200 (4 cards)
- Plants and facilities, Willard progress photographs, W-210 (3 cards)

Box 636

Folder 5

Slide cards

- Plants and facilities, Willard in operation, W-250, 1957 (2 cards)
- Plants and facilities, Willard
- Plants and facilities, Willard bindery (2 cards)
- Plants and facilities, Willard telephone presentation, W-100

Box 637

Folder 1

Slide cards

- Annual company profile, 1950s
- Annual company profile, 1960s
- Annual company profile, 1970s
- Annual talk, 1976 (2 cards)

Box 637

Folder 2

Slide cards

- Annual talk, 1977 (2 cards)
- Annual company profile, 1977
- Annual company profile, 1977-1978
- Annual talk, 1978 (4 cards)
- Annual talk, 1979

Box 637

Folder 3

Slide cards

- Donnelley Printer, cover possibilities, 1967 (2 cards)
- Advertising pieces (2 cards)
- Dated equipment and work scenes, lighting in plant, L-200 (2 cards)

Box 637

Folder 4

Slide cards

- Dated equipment and work scenes, punching in, dK-411
- Dated equipment and work scenes, waiting time, dK-412
- Dated equipment and work scenes, time standards, ERD-210
- Dated equipment and work scenes, South Plant, Automeasurements, S.D. Conveyor, Au-100 (2 cards)
- Dated equipment and work scenes, production control
- Dated equipment and work scenes, artwork J, AR-290

Box 637**Folder 5**

Slide cards

- Dated equipment and work scenes, presswork (4 cards)
- Dated equipment and work scenes, letterpress presswork (3 cards)
- Dated equipment and work scenes, gravure presswork (3 cards)

Box 638**Folder 1**

Slide sheets

- Dated equipment and work scenes, folders (3 sheets)
- Dated equipment and work scenes, copy (7 sheets)

Box 638**Folder 2**

Slide sheets

- Dated equipment and work scenes, offset platemaking (3 sheets)
- Dated equipment and work scenes, letterpress platemaking (5 sheets)

Box 638**Folder 3**

Slide sheets

- Dated equipment and work scenes, gravure platemaking (7 sheets)
- Dated equipment and work scenes, binding, general (3 sheets)
- Dated equipment and work scenes, saddlewire binding (3 sheets)
- Dated equipment and work scenes, patent binding (1 sheet)
- Dated equipment and work scenes, case binding (4 sheets)

Box 638**Folder 4**

Slide sheets

- Dated equipment and work scenes, preliminary (12 sheets)

Box 638**Folder 5**

Slide sheets

- Dated equipment and work scenes, composition (6 sheets)

Box 639**Folder 1**

Dated equipment and work scenes, Warsaw, scanner, 1981

Box 639**Folder 2**

Dated equipment and work scenes, Warsaw, ink jet heads, 1981

Box 639

Folder 3

Dated equipment and work scenes, Warsaw, cylinder, 1981

Box 639

Folder 4

Dated equipment and work scenes, Warsaw, Klisch, 1981

Box 639

Folder 5

Dated equipment and work scenes, Warsaw, Albert TR55 press, 1981

Box 639

Folder 6-7

Unsorted slide sheets

Box 640

Folder 1

Unsorted slide sheets

Box 640

Folder 2-3

Personnel by occupation unsorted slides

Box 641

Folder 1

Personnel, unsorted slides

Box 641

Folder 2

Directories, unsorted slide sheets

Box 641

Folder 3

Printing history, unsorted slide sheets

Box 641

Folder 4

Company history, unsorted slide sheets

Box 641

Folder 5

Platemaking, unsorted slide sheets

Box 641

Folder 6

Monotype and linotype, unsorted slide sheets

Box 641

Folder 7

Personnel, management, unsorted slides

Box 642

Folder 1

Financial, unsorted slide sheets

Box 642

Folder 2

Tabloids, unsorted slide sheets

Box 642

Folder 3

Camerawork, unsorted slide sheets

Box 642

Folder 4

Original art for advertising, unsorted slide sheets

Box 642

Folder 5

Books, unsorted slide sheets

Box 642

Folder 6

Products by division, unsorted slide sheets

Box 642

Folder 7

Humor, unsorted slides

Box 642

Folder 8

Magazines, unsorted slides

Box 643

Folder 1

Catalogs, unsorted slides

Box 643

Folder 2-4

Unsorted slide sheets and prints

Box 644

Unsorted slides

Box 645

Individuals and groups, unsorted

Box 645

Company history, unsorted

Box 646

Printing processes, unsorted

Box 647

Production lines, unsorted

Box 647

Jobs in production, unsorted

Box 648

Unsorted slides

Box 649

Unsorted slides

Box 650

Unsorted slides

Box 651

Unsorted slides

Subseries 10: Vu-Graph Presentations

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History of Typography, ca. 1950s-1960s

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Folder 5

Page layout, ca. 1950s-1960s

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Folder 1-4

Uses of type, ca. 1950s-1960s

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Folder 5

Design Department at work, ca. 1950s-1960s

Subseries 11: Audio Recordings

Box 654

Items 1-17: Oral histories, seventeen cassette tapes, recorded 1994-1995

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Dick Anderson, Sports Illustrated, his father Logan Anderson, Sales

Box 654

James Bickers, 1983 growth of catalog and sales departments,

Box 654

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Brian Burmeister, development of Selectronic

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Jerry Butler, 1960s book sales and growth of book manufacturing,

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John Capstick, 1978 purchase of Ben Johnson

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Herb Clark, 1960s-1970s book sales

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Janet Clarke, IBM sale and start of Documentation Services

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Rory Cowan, Documentation Services

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Bob Crowe, career and investor relations

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John Dennis, late 1960s sit-in, Jack Schwemm

Box 654

James Donnelley, sales career and development of financial printing

Box 654

Thomas Donnelley II, his career, John Schwemm, 1967 snowstorm

Box 654

Thomas Donnelley II, his career, John Schwemm, 1967 snowstorm

Box 654

Carl Doty, 1970s-1980s themes and trends

Box 654

Ralph Eckerstrom, formation of Mobium Corporation

Box 654

Orland Engle, computerized composition

Box 655

Items 1-17: Oral histories, seventeen cassette tapes, recorded 1992-1995

Box 655

Peter Gogolak, financial sales growth in New York

Box 655

Jean Goodwin, Sunmicro and GSS

Box 655

Charles Haffner III, career

Box 655

John Hallgren, Yellow Pages and Lancaster

Box 655

Dick Johnson, Dwight start-up

Box 655

John C. Kingery, The New Yorker, Scientific American and Sunset sales

Box 655

Charles Lake, facsimile technology, New Yorker, Donnelley family

Box 655

Charles Lake, sales group technology

Box 655

James Lawlor, Donnelley direct color engraving

Box 655

Edward Lhotka, Extra Bindery and Alfred de Sauty

Box 655

Art Marcussen, 1960s New York book group sales, World Book

Box 655

Sid Marland, Cartographic

Box 655

Jim Mason, Donnelley direct color engraving and filmless preliminary

Box 655

Ted Mayer, early printing technology

Box 655

Dave McGrew, RR Donnelley in Asia

Box 655

Grant McGuire, Norwest acquisition

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Don Reeves, technology and his career

Box 656

Items 1-15: Oral histories, fifteen cassette tapes, recorded 1992-1995

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Don Reeves, technology and career

Box 656

Charles Rosenfelder, early printing technology at RR Donnelley

Box 656

Charles Rosenfelder, early printing technology at RR Donnelley

Box 656

John Schwemm, salesmanship and his career

Box 656

John Schwemm, salesmanship and his career

Box 656

James Donnelley, development of financial printing and his sales career

Box 656

Louis Sebok, CSA and early Documentation Services evolution

Box 656

C. Prentiss Smith, Design Department and his career

Box 656

Dick Thorn, 1967 development of Electronic Composition

Box 656

Harold Tribolet, Extra Bindery

Box 656

Ed Tyler, RR Donnelley Global

Box 656

John Ward, New York financial group development

Box 656

John Walter

Box 656

John Walter, RR Donnelley in the future

Box 656

John Walter, career

Box 656

Susan Henricks, NYNEX and Metrosearch

Box 656

Jackie Freeman, Magmaster

Box 656

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Box 656

Jim Mauck, RR Donnelley Poland

Box 656

Art Prine, 1968 sit-in

Box 656

C. Prentiss Smith, his career, design jobs and clients

Box 656

Ann Schein, Cartographic

Box 656

Items 16-17: "Catalog Presentation," two cassette tapes, ca. 1978

Box 657

"Added Value," nine cassette tapes, undated

Box 657

"Harrisonburg Presentation," cassette tape, undated

Box 657

"Company History," cassette tape, undated

Box 657

"Tomorrow's Directory," cassette tape, undated

Box 657

"Funeral March," cassette tape, undated

Box 657

"Group C Sales Meeting," cassette tape, undated

Box 657

Two unidentified cassette tapes, probably recordings of Charles W. Lake, 1976-1980

Box 657

Six unidentified cassette tapes

Box 657

Cassette tape labels

Box 658

"In Our Town," NBC reference recording, two 78 rpm records, 1948

Subseries 12: Videotapes and Films

Box 658

"Focus on the Year 2000," Year 2000 Program, Y2K technology compliance, five multilingual videotapes, ca. 1997

Box 658

Bill Davis address, Management Working Session, videotape, 2003

Box 658

"RR Donnelley History," five videotapes, 1999

Box 658

"Chicago," filmstrip, 1979

Box 658

"Mattoon," filmstrip, 1979

Box 658

Unidentified filmstrip

Series XII: Artifacts, Artwork and Ephemera

While artifact objects, original artworks, and print ephemera are found throughout the RR Donnelley Archive this series consolidates a wide variety of items collected for their value as visual or physical documents. While some of the items in this series are well-described due to the historical significance they held for the company, other material is unidentified and undated; some ephemeral material lacking direct relationship with the rest of the collection is also included here.

This series has been divided into seven subseries, in order to distinguish among the broad varieties of material included:

Subseries 1: Supply Samples, consists of samples of material, primarily paper goods, used in daily work at RR Donnelley. These include office supplies such as stationery, labels, forms, business cards and checks. Original artwork for some of this material, much of it created by C. Prentiss

Smith, is also included. This subseries contains a large sampling of bookplates used at RR Donnelley, and includes correspondence related to the design of Memorial Library bookplates by Rudolph Ruzicka and Stephen Gooden.

Subseries 2: Memorabilia and Promotional Items, collects branded promotional objects and merchandise, much of it created to commemorate company achievements, such as the 125th anniversary of the company, or the opening of the headquarters building at 77 West Wacker Drive. A broad range of items is included, from paperweights to golf balls. Also included are historic documents that were framed displayed as commemorative pieces, as well as personal memorabilia significant to company history, such as a framed group of items related to Richard Robert and Naomi Donnelley.

Subseries 3: Printing Artifacts, consists mainly of printing plates and printer's cuts. The largest group of items is a set of twenty-three plates of New Yorker cartoons, each with a clipping of the printed version. There are also cuts of several versions of the Indian head printer's mark. Other printing-related objects, such as rulers and dies, are also included.

Subseries 4: Signage, includes informational broadsides posted on company buildings, a set of aluminum letters that formed a building entrance sign, and a large neon sign representing the RR Donnelley Indian head printer's mark.

Subseries 5: Decorative Art, contains paintings, drawings, and reproductions of artworks that represent company buildings, as well as a large number of items whose provenance and significance is not well-identified. Some of these items, including several prints and paintings, appear to have been transferred from the company's Graphic Conservation department.

Subseries 6: Job Samples, includes books that are preserved as artifacts in their original packaging, including shipping boxes and wrappers. These include copies of Moby Dick and Poe's Tales, a variety of Lakeside Classics editions, and Madonna's notorious 1992 book, Sex. Packaging materials for Poe's Tales are also included, as are proofs for several Four American Books illustrations. Reading copies of each of the Four American Books are available in the Special Collections Research Center's collection of rare books.

Subseries 7: Catalog Cards, consists of several distinct sets of catalog card files, as well as unsorted cards. Most, if not all, of the items cataloged were printed by RR Donnelley, and most of the files appear to have originated with the company's Training Library or Memorial Library. The largest and best-organized sets of files are organized according to author and title, publication date, or publisher; there is also a file of jobs printed for University of Chicago. The remaining files are not well identified, and there are several hundred unsorted cards.

Subseries 1: Supply Samples

Box 659

Folder 1

Mailing labels, airmail

Box 659

Folder 2

Mailing labels for divisions and plants

Box 659

Folder 3

Mailing labels, Lakeside Classics

Box 659

Folder 4

Mailing labels, books

Box 659

Folder 5

Mailing labels, Financial

Box 659

Folder 6

Mailing labels, Electronic Graphics

Box 659

Folder 7

Mailing labels, Donnite Corporation

Box 659

Folder 8

Mailing labels, Chicago Division

Box 660

Folder 1

Mailing labels, Chicago Division

Box 660

Folder 2-7

Mailing labels, direct advertising, 1930s-1980s

Box 661

Folder 1

Donnelley, Loyd and Company, business cards, ca. 1874-1877

Box 661

Folder 2

Donnelley, Gassette and Loyd, invitation and notices, ca. 1882

Box 661

Folder 3

Notice of change of name from Donnelley, Gassette and Loyd to R.R. Donnelley and Sons, 1883

Box 661

Folder 4

Business cards, identification cards and passes

Box 661

Folder 5

Artwork for business cards and calling cards, 1967-ca. 1980s

Box 661

Folder 6

Response and notice cards

Box 661

Folder 7

Note paper, pads and memo sheets

Box 661

Folder 8

Stickers, stamps and labels

Box 661

Folder 9

Employment announcements

Box 661

Folder 10

2233 King Drive Corporate Headquarters dining room placemats and menu cards, 1980s

Box 661

Folder 11

King Drive Corporate Headquarters Dining Room, redesigned placemats, 1990

Box 661

Folder 12

Introduction cards for new employees, ca. 1940s

Box 661

Folder 13

Pocket pen holder

Box 662

Folder 1

Checks, ca. 1930s-1960s

Box 662

Folder 2

Artwork for checks, ca. 1930s-1960s

Box 662

Folder 3

Voucher check design, 1941

Box 662

Folder 4-6

Payroll and dividend checks, ca. 1940s-1980s

Box 662

Folder 7

Proposal forms, ca. 1920s-1980s

Box 662

Folder 8

Requisition forms, ca. 1950s-1960s

Box 662

Folder 9

Shipping labels, ca. 1960s-1970s

Box 663

Folder 1

Shipping forms, ca. 1910s-1970s

Box 663

Folder 2

Forms, ca. 1930s-1980s

Box 663

Folder 3

Central Stores requisition forms, ca. 1975-1977

Box 663

Folder 4

Memorial Library bookplate, Rudolph Ruzicka, design samples and correspondence, 1951-1952

Box 663

Folder 5

Memorial Library bookplate, Stephen Gooden, design samples and correspondence, 1932

Box 663

Folder 6

Training Department, bookplates, labels and cards, ca. 1930s- 1960s

Box 664

Scrapbooks of mailing labels and bookplates, ca. 1930s-1950s

Box 664

Training Department, box of bookplates and seals, ca. 1930s-1960s

Box 664

Memorial Library bookplate, Rudolph Ruzicka woodcut and nickletype plate, 1952

Box 664

Memorial Library bookplate, Rudolph Ruzicka, work order, samples and correspondence, 1952

Box 665

Bookplates and labels, ca. 1930s-1960s

Box 666

Five certificate holders

Box 667

Folder 1-4

Presentation folders, ca. 1950s-1990s

Box 668

Folder 1

Charles C. Haffner, Jr., Christmas cards, ca. 1950s

Box 668

Folder 2-3

Gaylord and Dorothy Donnelley, greeting cards, 1964-1974

Box 668

Folder 4-16

Company holiday greeting cards, 1965-1988

Box 669

Folder 1-8

Company holiday greeting cards, 1989-1996

Box 669

Folder 9-10

Greeting cards, 1967-1976

Box 670

Folder 1-4

Greeting cards, 1977-1985

Box 670

Folder 5-6

Greeting cards, unsorted, ca. 1960s-1980s

Box 671

Company holiday greeting cards, artwork and transparencies, ca. 1950s-1970s

Box 671

Lakeside Press labels and stamps, two boxes

Box 671

Lakeside Press bookplates, one box

Box 671

Three embossing stamps

Subseries 2: Memorabilia and Promotional Items

Box 672

Folder 1

125th anniversary, directory of retired employees, 1989

Box 672

Folder 2

125th anniversary, company telephone directory, 1989

Box 672

Folder 3

125th anniversary, Richard Robert Donnelley Remembers, 1989

Box 672

Folder 4-5

125th anniversary, bound commemorative issues of The Printer, 1989

Box 672

Folder 6

125th anniversary, Financial Printing Division celebration invitations, 1989

Box 673

Folder 1

125th anniversary, annual report and quarterly reports to shareholders, 1989

Box 673

Folder 2

125th anniversary, newsletters, 1989

Box 673

Folder 3

125th anniversary, promotional merchandise catalogs, 1989

Box 673

Folder 4

125th anniversary, Old Saybrook Division open house tour route, 1989

Box 673

Folder 5

125th anniversary, company song sheet, 1989

Box 673

Folder 6-8

125th anniversary, stationery and packaging samples, 1989

Box 673

Folder 9

RR Donnelley Building, 77 W. Wacker Drive, guide, 1992

Box 673

Folder 10

RR Donnelley Building, 77 W. Wacker Drive, notepads, ca. 1992

Box 673

Folder 11

RR Donnelley Building, 77 W. Wacker Drive, newsletter and relocation notices, ca. 1992

Box 673

Folder 12

Promotional merchandise catalogs, 1990

Box 674

125th anniversary, banners, 1989

Box 674

125th anniversary, "Join Our Party," buttons, 1989

Box 674

125th anniversary, "Join Our Party," vests, 1989

Box 674

125th anniversary, "Join Our Party," armbands, 1989

Box 674

125th anniversary, Financial Printing Division paperweight, 1989

Box 674

RR Donnelley Building, 77 W. Wacker Drive, t-shirt, 1992

Box 674

RR Donnelley Building, 77 W. Wacker Drive, pencils, 1992

Box 674

RR Donnelley Building, 77 W. Wacker Drive, paperweight, 1992

Box 674

Life magazine t-shirt, ca. 2004

Box 675

Pins

Box 675

Money clip

Box 675

Tableware

Box 675

Balloon

Box 675

Daily planners

Box 675

Sunglasses

Box 675

Pencils

Box 675

Notepads

Box 675

Coasters

Box 675

Golf balls

Box 675

Leather pouches

Box 675

Desk clock

Box 675

Charles C. Haffner, Jr., New York Stock Exchange pin

Box 676

Paperweights

Box 677

Paperweights

Box 678

Rulers and conversion calculators

Box 678

"RR Donnelley Magadan Express" patch, 1993

Box 678

Sears, Roebuck and Company, 75th anniversary of partnership, plate, 1961

Box 679

Publishing Expo West invitation, 1980

Box 679

Oreo cookies packaged for Persian Gulf War troops, ca. 1990

Box 679

Wooden apple, Catalog Conference invitation, undated

Box 679

Bookmark, ABA conference invitation, 1988

Box 679

"Hot" burlap bag, undated

Box 680

"Strategies for the 1990-1991," conference invitation, 1991

Box 680

"Specify Donnelley Elgin Service," stamps and presentation folder, ca. 1990s

Box 680

"Woooosh," DMA conference pop-up invitation, undated

Box 680

"The Merge-Purge Game," 1984

Box 680

"Little Pictures Tell Big Stories," U.S. history in postage stamps, undated

Box 681

"Transforming Information into Opportunities," corporate marketing communication package, 1993

Box 681

"First Book Production, Demand Print Book Module, Harrisonburg," framed telecommunications handbook, 1990

Box 681

"The Lord's Prayer Type," packaged 1-pica type squares cast with Lord's Prayer, five envelopes, ca. 1921

Box 681

"The Lord's Prayer Type," box of loose type squares, ca. 1921

Box 682

"The Lord's Prayer Type," mounted display, undated

Box 682

125th anniversary, "Join Our Party," DMA conference invitation package, 1989

Box 682

Framed tax documents, ca. 1918

Box 683

Framed tax return, 1914

Box 683

Framed balance sheets, undated

Box 684

"The Lakeside Press Scrapbook," 1913-1935

Box 685

"The Lakeside Press Scrapbook," 1936-1951

Box 686

Rocappi merger with RR Donnelley, announcement

Box 687

Richard Robert and Naomi Donnelley, mounted and framed memorabilia

Box 688

Challenge Corporate Games, 3rd place trophy, 1991

Subseries 3: Printing artifacts

Box 689

Letterpress form for encyclopedia page

Box 690

New Yorker cartoons, twenty printing plates and clippings

Box 691

New Yorker cartoons, three printing plates and clippings

Box 691

Family Circle, four color printing plates

Box 692

Indian head printer's mark, eight printer's cuts

Box 692

Letters, eight printer's cuts

Box 692

Images and logos, six printer's cuts

Box 692

Safety emblem dies

Box 692

Bookplate, two wrapped printing plates

Box 693

Rulers and guides

Box 693

Slate used for press instructions

Box 693

Souvenir type pieces from Cuneo exhibit at Century of Progress, 1933

Box 693

Watermark screen

Box 693

Printing plates

Subseries 4: Signage

Box 693

Broadsides and placards

Box 694

"R.R. Donnelley & Sons' Company - The Lakeside Press - Corporate Headquarters,"
aluminum letters for entrance sign

Box 695

"R.R. Donnelley & Sons' Company - The Lakeside Press - Corporate Headquarters,"
aluminum letters for entrance sign

Box 696

Indian head printer's mark neon sign

Subseries 5: Decorative Art

Box 697

Andy Aldridge, diorama of original Lakeside Press building

Box 697

Fish print, unidentified

Box 698

Table linens, possibly from Memorial Library, four table runners and four placemats

Box 699

Historic printer's marks, five plaques

Box 700

Historic printer's marks, four plaques

Box 700

Warren W. Sheppard, unidentified oil painting, 1896

Box 701

Sidney Smith, unidentified watercolor painting with notes on provenance, undated

Box 701

77 W. Wacker Drive, two architectural illustrations, 1990

Box 701

Lakeside Building, matted print, ca. 1875

Box 701

Chicago plants, photographic reproductions of prints, undated

Box 701

Calumet plant, gouache painting, undated

Box 701

"Chicago in Flames," Harper's Weekly illustration and article, 1871

Box 701

E.A. Seguy, illustrations of insects, undated

Box 702

The Pocket Key of Heaven, prayer book with fragments of mother-of-pearl binding and ticket for repair from Marshall Field and Company, 1929

Subseries 6: Job Samples

Box 702

Lakeside Classics, three copies in wrappers and boxes, ca. 1950s-2000s

Box 703

Poe's Tales, sample copy in wrapper and box, 1930

Box 703

Poe's Tales, wrapper and box, 1930

Box 704

Moby Dick, sample copy in shipping box and wrapper, 1930

Box 705

Folder 1

Rudolph Ruzicka, proofs of illustrations for Walden, ca. 1930

Box 705

Folder 2

Rockwell Kent, proofs of illustrations for Moby Dick, ca. 1930

Box 705

Folder 3

Edward A. Wilson, proofs for Two Years before the Mast, ca. 1930

Box 705

Folder 4

Madonna, Sex, sample copy in wrapper, 1992

Box 706

Cosmos Books, Ltd., unidentified Chinese-language book, 1998

Subseries 7: Catalog Cards

Box 707

Author and title index, A-E

Box 708

Author and title index, F-M

Box 709

Author and title index, N-T

Box 710

Author and title index, U-Z

Box 711

Publication date index, 1911-1922

Box 712

Publication date index, 1923-1929

Box 713

Publication date index, 1930-1939

Box 714

Publication date index, 1940-1941

Box 715

Publisher index, A-G

Box 716

Publisher index, H-P

Box 717

Publisher index, Q-Z

Box 718

University of Chicago, title index, A-U

Box 719

Index files

Box 720

Index files

Box 721

Index files

Box 722

Unsorted cards

Box 723

Unsorted cards

Series XIII: Corporate Management

This series documents the development of RR Donnelley as a corporation, from its establishment as a family-owned company in the nineteenth century, to its position as a global, publicly traded firm. This series includes material representing the company's financial conditions, administrative structure, management strategies, and corporate policies.

This series is organized into 12 subseries.

Subseries 1: Annual Reports, contains a collection of RR Donnelley's annual reports in a variety of formats, filed chronologically and spanning the years 1956-1995. Also included is a collection of annual report inserts and pamphlets from circa 1960s-1980s.

Subseries 2: Annual Talks, spans the years 1916-1990, with material concentrated in the 1940s-1980s. This subseries documents speeches given by management to RR Donnelley employees. Many of the earlier files in this subseries document speeches given to graduating classes of the company's apprentice school. Material in this subseries includes drafts and printed copies of speeches, presentation materials, publicity material, and related correspondence. Files in this subseries are arranged chronologically.

Subseries 3: Executive Speeches, spans the years 1956-2000, with material concentrated in the years 1989-2000. This subseries documents speeches given by RR Donnelley executives in a variety of settings, including annual meetings, shareholder meetings, employee events, conferences, seminars, and meetings of professional organizations and private clubs. Material

in this subseries includes speech drafts, transcripts, slides, publicity material, and related correspondence.

Subseries 4: Organization Charts and Manuals, spans the years 1927-1994, with files arranged chronologically. Material in this subseries represents the company's administrative structure, management reporting lines, and development of organizational policies.

Subseries 5: Lakeside Trust, consists of material related to the management of the company's finances and assets. This subseries includes material such as contracts, leases, stock documents, ledgers, receipts, copyright and trademark filings, insurance documents and tax records. Files are arranged alphabetically, spanning the years 1891-1970. Oversize material has been transferred to Subseries 12.

Subseries 6: Contribution Books, contains annual records of RR Donnelley's donations and charitable gifts. The subseries spans the years 1973-1989; for most of this period, these activities were administered by a Contributions Committee. Records were compiled annually into loose-leaf "books" containing agendas, memoranda, budgets, financial statements and reports.

Subseries 7: Forecasting and Planning, included material related to long-term planning for the company's development. Overall company strategic planning is represented in this subseries, as are forecasting and planning for several individual divisions and work groups. Files in this subseries are arranged chronologically, and contain material such as reports, financial analyses, drafts and transcripts of speeches, memoranda and meeting agendas. This subseries spans the years 1958-1988; documents generally reflect the company's expectations of a five- or ten-year period in the future.

Subseries 8: Charles C. Haffner, Jr. Papers, consists of material collected by this RR Donnelley officer and member of the Donnelley family. This subseries reflects a variety of Haffner's activities and concerns, including the assets and estates of Donnelley family members, the acquisition of the Chicago Electrotype and Stereotype Company, administrative and financial structuring, company policies, and labor relations. Material in this subseries spans the years 1928-1968.

Subseries 9: Charles W. Lake Papers, consists of material collected by this RR Donnelley officer. Material in this subseries documents Lake's relations with Donnelley customers, his pursuit of technological innovation, his interest in company history, the company's financial conditions, and the development of regional printing plants. It includes long and reflective correspondence that Lake conducted with other company officers, including Gaylord Donnelley and Jack Schwemm. Files are organized alphabetically by subject or format, and contain material such as correspondence, announcements, reports, meeting transcripts, drafts of speeches and presentations, publicity material and clippings. Material in this subseries spans the years 1943-1995. Oversize material has been transferred to Subseries 12.

Subseries 10: General Financial Records, spans the years 1890-1995, though the bulk of materials are concentrated in the mid-twentieth century. This subseries consists of broad types of financial records filed together, many of which represent brief, concentrated periods of time

in the company's history. Included are stock records; incorporation documents and tax records for the states of Illinois, Indiana and Michigan; financial analyses; insurance policy materials; records of personal accounts, including stock holdings of employees and the Donnelley family; shareholders' and Board of Directors' meeting minutes; a City National Bank and Trust account agreement; and loan agreements. Oversize material has been transferred to Subseries 12.

Subseries 11: Subject File, consists of a wide variety of management documents and reference files, organized alphabetically by subject. Materials range in date from 1909-1993, and include correspondence, reports, transcripts of meetings and presentations, speech drafts, policy statements and employee profiles.

Subseries 12: Oversize, consists of insurance policy and patent material transferred from Subseries 5; Charles W. Lake's Presidential Directives Manual, transferred from Subseries 9; and a book of stock certificates issued in the State of Indiana for the R.R. Donnelley-Crawfordsville Company.

Additional material related to corporate management is found in Series I, II, VIII, IX, XI, XVII, XVIII, and XIX. Audio recordings of corporate meetings and talks are found in Series XIX.

Subseries 1: Annual Reports

Box 724

Folder 1-11

Annual reports, 1956-1995

Box 724

Folder 12-13

Annual report inserts and pamphlets, circa 1960s-1980s

Subseries 2: Annual Talks

Box 725

Folder 1

School for Apprentices, graduation speeches, 1916-1918

Box 725

Folder 2

Thomas E. Donnelley, Lakeside Press Christmas Letter, 1933

Box 725

Folder 3

1936-1941

- Speech to salesmen, 1936
- C.G. Littell, address, 1936
- Employee talks, 1937
- School for Apprentices, graduation speech, 1941

Box 725

Folder 4

1946-1948

- Annual speeches to employees and managers, 1946-1948

- School for Apprentices, graduation speeches, 1946-1948

Box 725

Folder 5

1949

- Annual speeches to employees and managers, 1949
- School for Apprentices, graduation speech, 1949

Box 725

Folder 6

1950-1951

- Annual speeches to employees, 1950-1951
- School for Apprentices, graduation speech, 1951

Box 725

Folder 7

Annual speeches to employees, 1952-1954

Box 725

Folder 8-9

Annual speeches, drafts and schedules, 1955

Box 726

Folder 1-4

Annual speeches, drafts and schedules, 1956-1957

Box 726

Folder 5

Annual speeches, drafts, schedules and memorandum, 1959

Box 726

Folder 6

Annual speeches to employees, 1960

Box 726

Folder 7-10

Annual speeches, drafts and schedules, 1961-1965

Box 726

Folder 11

Annual speeches to employees and managers, 1966

Box 726

Folder 12

Annual speeches, drafts and schedules, 1967

Box 726

Folder 13

Annual speeches, drafts, reprints and schedules, 1968

Box 726

Folder 14

Annual speeches, drafts, reprints and memoranda, 1969

Box 727

Folder 1-3

Annual speeches, drafts, schedules and memoranda, 1970

Box 727

Folder 4

Annual speeches, drafts and memoranda, 1971

Box 727

Folder 5

Annual speeches, correspondence and clippings, 1971-1972

Box 727

Folder 6

Annual speeches, drafts and memoranda, 1972-1973

Box 727

Folder 7

Annual speeches, drafts, memoranda and news releases, 1973

Box 727

Folder 8

Annual speeches, drafts, schedules and memoranda, 1975

Box 727

Folder 9

Annual speeches, drafts, memoranda and news releases, 1976

Box 727

Folder 10-12

Annual speeches, drafts and memoranda, 1976

Box 727

Folder 13

Annual speeches, drafts, memoranda and news releases, 1977

Box 727

Folder 14

Annual speeches, memoranda and schedules, 1977

Box 727

Folder 15

Annual speeches, drafts, memoranda and publications, 1978

Box 727

Folder 16-17

Annual speeches, drafts and memoranda, 1979

Box 727

Folder 18

Annual speeches, news releases and reprint, 1980

Box 727

Folder 19

Annual speeches, drafts and news releases, 1981

Box 727

Folder 20-21

Annual speeches, drafts, memoranda and news releases, 1982

Box 728

Folder 1

Annual speeches, drafts, memoranda and news releases, 1983

Box 728

Folder 2-4

Annual speeches, drafts, news releases and slide illustrations, 1984

Box 728

Folder 5

Annual speeches, drafts and news releases, 1985

Box 728

Folder 6-11

Annual speeches, drafts, memoranda, slide storyboard and news releases, 1986

Box 728

Folder 12-14

Annual speeches, drafts, memoranda, slide storyboards and news releases, 1987

Box 728

Folder 15-16

Annual speeches, drafts, memoranda, slides and news releases, 1988

Box 729

Folder 1

Annual speech to managers and employees, drafts, memoranda and slide storyboards, 1988

Box 729

Folder 2-5

Annual speeches, drafts, memoranda, questionnaires, schedules, slide copies and receipts, 1989

Box 729

Folder 6-7

Annual speeches, drafts, memoranda and schedules, 1990

Subseries 3: Executive Speeches

Box 729

Folder 8

1954

- Charles C. Haffner, Jr., "Small or Large, Your Company Must be Managed," keynote address, Annual Meeting of the Graphic Arts Association of Illinois, January 18, 1954
- Charles C. Haffner, Jr., "Some Responsibilities of General Management," keynote address, Convention of Printing Industry of America, November 15, 1954

Box 729

Folder 9

1980

- John C. Dennis, "The Printer-Publisher Relationship: Customer and Partner," Comprint International, June 17, 1980
- Charles W. Lake, Jr., "Presentation before the New York Society of Security Analysts," November 14, 1980
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- John R. Walter, "What Creates Success in the Marketplace," National Association of Printers and Lithographers, March, 1989
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Series XIV: Advertising and Promotions

This series documents RR Donnelley activities related to marketing its services to clients and the public. Included are materials from advertising campaigns, public events, and industry conferences.

RR Donnelley often re-packaged customer jobs as promotional gifts or advertisements: Folder descriptions identify customer names when known. Specific technologies, services and events are also identified if known.

This series is organized into three subseries:

Subseries 1: Chronological Files, contains material from circa 1925-2002, and includes samples of company advertisements, promotional gifts (such as print portfolios, facsimiles of historic documents, and framing prints), as well as exhibition catalogs, invitations, brochures, service directories, customer newsletters, service guides, internal market analyses, and related notes and correspondence. Production-related material, such as job specifications, invoices, and related correspondence is included with some samples. Samples are not included for every advertisement or promotional piece. Oversize advertising samples have been transferred to Subseries 4.

Subseries 2: Lakeside Classics, documents the production and marketing of this promotional book series from 1927-2001, with the bulk of files dating from the 1970s-1990s. Files in this subseries are arranged alphabetically by subject. Included are proofs, reproductions of illustrations, contracts, financial records, notes and correspondence.

Subseries 3: Oversize Samples, contains material transferred from Subseries 1. This subseries is further arranged into five sub-subseries by size. Files are organized chronologically within each sub-subseries. Included in this subseries are samples of promotional gift items such as framing prints, portfolios and publications. Also included are oversize samples of print advertisements. Some files include production-related material.

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Financial, Alphagraphics production, 1989-1991

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Folder 19-24

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Financial, check requests, 1989-1993

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Financial, compensation, 1986-1994

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Financial, costs, 1991-1992

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History, Gaylord Donnelley, "75 Years of Lakeside Classics," speech delivered to the Caxton Club, 1977

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Folder 8

History, Frank Hoell, "79 Years of the Lakeside Classics," speech delivered to the Westerners, 1981

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Folder 9

History, Ralph Thompson, American Literary Annuals and Gift Books, 1936

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Folder 10

History, H.P. Zimmerman, History of the Lakeside Classics, 1952

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Procedures, 1971

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Production, 1927 title, Josiah Gregg, Commerce of the Prairies

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Production, 1972 title, Noah Harris Letts and Thomas Allen Banning, Pioneers

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Production, 1974 title, Ernest Duvergier de Hauranne, A Frenchman in Lincoln's America, volume 1, illustrations

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Folder 16

Production, 1975 title, Ernest Duvergier de Hauranne, A Frenchman in Lincoln's America, volume 2, illustrations

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Production, 1976 title, Narratives of the American Revolution

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Production, 1977 title, Robert R. Rose, Advocates and Adversaries

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Production, 1978 title, Edmund Randolph, Hell among the Yearlings

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Folder 1-4

Production, 1979 title, Henry F. Hoyt, A Frontier Doctor

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Folder 5

Production, 1980 title, Sarah Jane Full Hill, Mrs. Hill's Journal - Civil War Reminiscences

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Folder 6

Production, 1980 title, Sarah Jane Full Hill, Mrs. Hill's Journal - Civil War Reminiscences, illustrations

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Production, 1981 title, Richard E. Byrd, Skyward

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Production, 1982 title, William M. Breakendridge, Helldorado

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Folder 12

Production, 1982, William M. Breakendridge, Helldorado, illustrations

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Folder 13-14

Production, 1983 title, Mark Twain's West

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Folder 15-17

Production, 1984 title, George W. Coe, Frontier Fighter

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Folder 18

Production, 1984 title, George W. Coe, Frontier Fighter, historical introduction

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Production, 1985 title, Thomas Henry Tibbles, Buckskin and Blanket Days, illustrations

Box 765

Folder 1

Production, 1986 title, George Ballentine, Autobiography of an English Soldier in the United States Army

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Folder 2

Production, 1986 title, George Ballentine, Autobiography of an English Soldier in the United States Army, editor

Box 765

Folder 3

Production, 1986 title, George Ballentine, Autobiography of an English Soldier in the United States Army, illustrations

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Folder 4

Production, 1987 title, Life of Tom Horn

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Folder 5

Production, 1987 title, Life of Tom Horn, illustrations

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Folder 6

Production, 1988 title, Billy Bryant, Children of Ol' Man River, illustrations

Box 765

Folder 7

Production, 1989 title, Billy Bryant, Children of Ol' Man River, illustrations

Box 765

Folder 8-9

Production, 1990 title, Fanny Kelly, Narrative of My Captivity among the Sioux Indians, illustrations

Box 765

Folder 10-11

Production, 1991 title, E.C. "Teddy Blue" Abbott and Helena Huntington Smith, We Pointed them North

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Folder 12-13

Production, 1991 title, E.C. "Teddy Blue" Abbott and Helena Huntington Smith, We Pointed them North, illustrations

Box 765

Folder 14

Production, Jennings, N.A., A Texas Ranger, 1992 title

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Folder 15-16

Production, 1994 title, William S. Hart, My Life East and West, illustrations

Box 766

Folder 1

Production, 1995 title, John S. Sewell, The Logbook of the Captain's Clerk

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Folder 2-3

Production, 1995 title, John S. Sewell, The Logbook of the Captain's Clerk, illustrations

Box 766

Folder 4

Production, 1995 title, John S. Sewell, The Logbook of the Captain's Clerk, maps

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Folder 5-6

Production, 1995 title, John S. Sewell, The Logbook of the Captain's Clerk, photographs

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Production, 1995 title, John S. Sewell, The Logbook of the Captain's Clerk, proofs

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Production, edition count, 1959-1989

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Production, reference manual, circa 1980

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Production, status reports, 1985-1990

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Folder 11

Publicity, brochures, circa 1980s

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Publisher's preface, 1988

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Folder 24

Publisher's preface, 1990-1992

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Folder 25-26

Publisher's preface, compilations, 1903-1950

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Publisher's preface, compilation, 1903-1961

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Publisher's preface, compilations, 1951-1977

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Folder 1

Reprinting agreements, 1987-1991

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Folder 2

Reprinting, Blackletter Press, 1981

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Folder 3

Reprinting requests, 1962-1974

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Folder 4

Reprinting, Franklin Library, 1981-1983

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Folder 5

Reprinting, Reilly & Britton, 1950-1971

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Folder 6

Reprinting, Reilly & Britton, Inaugural Addresses of the Presidents of the United States from Washington to Polk, sample copy, 1906

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Folder 7-8

Reprinting, University of Illinois Press, Elizabeth Keckley, Behind the Scenes: Thirty Years a Slave, and Four in the White House, sample copies, 2001

Box 767

Folder 9

Selection, titles considered, 1954-1986

Box 767

Folder 10-11

Selection, titles considered, Caleb Atwater, Prairie Du Chien to Washington City, bound reproduction of publication, 1931

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Folder 12

Selection, titles considered, Francis Baily, Journal of Tour of Unsettled Parts of North America in 1796-1797, bound reproduction of publication, 1856

Box 767

Folder 13-14

Selection, titles considered, Morris Birkbeck, Letters from Illinois, bound reproduction of publication, 1818

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Folder 15-16

Selection, titles considered, John S. Collins, Across the Plains in 1864, bound reproduction of publication, 1904

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Folder 17

Selection, titles considered, Clarissa Emery Gear Hobbs, Autobiography, bound reproduction of publication, circa 1908

Box 768

Folder 1

Selection, titles considered, Henry F. Hoyt, A Frontier Doctor, bound reproduction of publication, 1929

Box 768

Folder 2

Selection, titles considered, Hermann Mann, Life of Deborah Sampson, the Female Soldier in the War of the Revolution, bound reproduction of publication, 1916

Box 768

Folder 3-5

Selection, titles considered, S.W. McMaster, Sixty Years on the Upper Mississippi: My Life and Experience, bound reproduction of publication, 1893

Box 768

Folder 6

Selection, titles considered, Joel Palmer, Journal of Travels over the Rocky Mountains, bound reproduction of publication, 1847

Box 768

Folder 7

Selection, titles considered, William J. Petersen "Captain Daniel Smith Harris," bound reproduction of publication, 1930

Box 768

Folder 8-9

Selection, titles considered, Frank Everett Stevens, Wakefield's History of the Black Hawk War, bound reproduction of publication, 1907

Box 768

Folder 10

Selection, titles considered, John Woods, Two Years' Residence in the Settlement on the English Prairie, in the Illinois Country, bound reproduction of publication, 1822

Box 768

Folder 11

Selection, titles considered, John D. Young, Westward to Eldorado: Chicago To Denver, bound reproduction of publication, undated

Box 768

Folder 12

Selection, Harold Tribolet, correspondence, 1975-1976

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Folder 13

Spanish version, 1992-1993

Box 768

Folder 14

Storage, back issues, 1981

Box 768

Folder 15

Storage, inventory held at Crawfordsville, 1980-1981

Subseries 3: Oversize Samples

Sub-subseries 1: Samples Up to Sixteen Inches

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Folder 1

"The Truth about Offset," circa 1917-1918

Box 769

Folder 2

"A New Private Press in Chicago," Holiday Press, 1926

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Folder 3

Holiday Press founding, 1926

Box 769

Folder 4

John James Audubon, Pileated Woodpecker, Deeptone printing, 1937

Box 769

Folder 5

C.V. Fielding, Kings Weston, near Bristol, Deeptone printing, 1938

Box 769

Folder 6

"Color Aquatints, Books Illustrated with Aquatints, Original Drawings and Paintings from which the Aquatints were Made," collection of Mrs. James Ward Thorne, Lakeside Press Galleries, 1938

Box 769

Folder 7

"A New Specimen of Deeptone," Pierre Auguste Renoir, Lady at the Piano, 1940

Box 769

Folder 8

"New Specimens of Donnelley Deeptone," Jean Antoine Watteau, Danse dans le Pavillon, 1940

Box 769

Folder 9

"Some More Deeptone Specimens," Doris Lee, Thanksgiving, 1941

Box 770

Folder 1

"Further Specimens of Donnelley Deeptone," Frederick Waugh, Pounding Surf, 1941

Box 770

Folder 2

"New Specimens of Donnelley Deeptone," Pieter Bruegel, The Wedding Dance, 1941

Box 770

Folder 3

"New Specimens of Donnelley Deeptone," W.L. Metcalf, Unfolding Buds, 1943

Box 770

Folder 4

"An Old Letter in Deeptone," Abraham Lincoln to Major Ramsey, 1943

Box 770

Folder 5

"Suddenly Comes Spring," sheet-fed gravure printing, 1948

Box 770

Folder 6

"Have You a Bookbinding Problem?" 1948

Box 770

Folder 7

"In Bookbinding Donnelley's Has No Ax to Grind," circa 1948

Box 770

Folder 6-7

Proofs and tear sheets, circa 1940s-1950s

Box 771

Folder 1

"Printing and the Automobile: Partners in Progress," Lakeside Press Galleries, 1953

Box 771

Folder 2

"Donnelley Builds a Quality Catalog," 1954

Box 771

Folder 3-4

"Lee's General Order Number Nine," Deeptone offset printing, 1955

Box 771

Folder 5

"Five Centuries of the Printed Bible," Lakeside Press Galleries, 1957

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Folder 6

Sheet-fed gravure printing, circa 1950s

Box 771

Folder 7

"Undivided Responsibility," circa 1950s

Box 771

Folder 8

"Dividends in Delight," circa 1950s

Box 772

Folder 1

"Chicago: The Living City," Fortune, 1962

Box 772

Folder 2

"Backwoods Railroads in Print," Richard Steinheimer, Backwoods Railroads of the West, 1964

Box 772

Folder 3

"Aardvark to Zebra," Reader's Digest, one-color printing, 1964

Box 772

Folder 4-5

Abraham Lincoln, Gettysburg Address, Deeptone offset printing, 1964

Box 772

Folder 6-7

"Catlin's Indian Gallery," George Catlin portraits, Smithsonian Institution, Deeptone offset printing, 1965

Box 772

Folder 8

Corcoran Gallery of Art paintings, Deeptone offset printing, 1965

Box 772

Folder 9

The Pennsylvania Charter, 1966

Box 773

Folder 1

Mattoon plant, 1966

Box 773

Folder 2

"The Magic of Rotogravure," 1966

Box 773

Folder 3

"Flight," Encyclopaedia Britannica, 1968

Box 773

Folder 4

Birney Lettick, Years at Sea, Deeptone offset printing, 1968

Box 773

Folder 5

"Destination Moon," 1968

Box 773

Folder 6

"How 'Electronic Graphics' Converts Computer Files into Input for High-Speed Typesetting," 1968

Box 773

Folder 7

"A Footprint on the Moon," 1969

Box 773

Folder 8

"The Wondrous World of Color," Masonite Corporation, 1969

Box 774

Folder 1

"The Sights and Sounds of the Seventies," Peggy Lee album, Sylvania, 1970

Box 774

Folder 2

"Birds in Porcelain," Edward Marshall Boehm, 1970

Box 774

Folder 3

"Awards," E.F. McDonald Company, gravure catalog printing, 1970

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Folder 4

"Top-Drawer Ideas," tabloid insert production, circa 1970

Box 775

Folder 1

"Top-Drawer Ideas," tabloid insert production, circa 1970

Box 775

Folder 2

"Beauty," Condé Nast Publications, gravure printing, 1971

Box 775

Folder 3

Norman Rockwell, Springtime in Stockbridge, Deeptone offset printing, 1971

Box 775

Folder 4

James Lockhart, Raccoons, Deeptone offset printing, 1971

Box 775

Folder 5

"Having Concluded to Obey the Important & Flattering Call of My Country..." George Washington letter, 1972

Box 775

Folder 6

"Two More Top-Drawer Ideas," tabloid insert production, 1973

Box 775

Folder 7

"Adventure Road Takes the Expressway to Success," Amoco Motor Club, 1973

Box 775

Folder 8

"Those Good Ol' Days," 1934, 1974

Box 775

Folder 9

Phillips Melville and John J. McCusker, The Alfred, 1975

Box 775

Folder 10

Web offset printing, circa 1975

Box 776

Folder 1

"Ready for Today... Set for Tomorrow," 1975

Box 776

Folder 2

"Looking for A Good Idea? We've Got Two," magazine insert production, 1976

Box 777

Folder 1

Hiroshige, Small Road at Yabu Koji Atagoshita, offset printing, 1978

Box 777

Folder 2

"Swingin' in the Catalogs," circa 1970s

Box 777

Folder 3

"Little Pictures Tell Big Stories," United States Stamps and Stories, circa 1970s

Box 777

Folder 4

"Put Yourself in the Winner's Circle," circa 1970s-1980s

Box 777

Folder 5

The Printer's Craft: An Exhibition Selected from the R.R. Donnelley & Sons Company Collection, Joseph Regenstein Library, University of Chicago, 1980

Box 777

Folder 6

George Caleb Bingham, The County Election, web offset printing, 1984

Box 778

Folder 1

"The Merge/Purge Game," Selectronic, 1984

Box 778

Folder 2

"Sundays: A Portfolio of Unique Newspaper Magazines," 1985

Box 779

Folder 1

Printer's Row Printing Museum, Grand Opening, 1989

Box 779

Folder 2

Magazine advertising proofs, circa 1980s

Box 779

Folder 3

"Taxi," conference Hospitality Suite, 1992

Box 779

Folder 4

"A Fortune Awaits You in Las Vegas," conference Hospitality Suite, circa 1990s

Box 779

Folder 5

"Toot, Toot," conference Hospitality Suite, circa 1990s

Box 780

"Wooosh," conference Hospitality Suite, circa 1990s

Box 780

"Strategies for the 1990-1991 USPS Rate Case," circa 1990s

Box 780

Abraham Lincoln autograph letter facsimile, undated

Box 780

R.D. Donnelley Latin America, Commercial Unit, booklet, undated

Sub-subseries 2: Samples up to Twenty Inches

Box 781

Folder 1

"Design and Typography," William A. Kittredge announcement, 1922

Box 781

Folder 2

"It Is Not the Critic Who Counts," Holiday Press, circa 1930

Box 781

Folder 3

Ito Shinsui, In the Dressing Room of an Actress, Deeptone and Watercolor, 1933

Box 781

Folder 4

"Power in Printing," sheet-fed gravure printing, 1947

Box 781

Folder 5

Pierre Auguste Renoir, Roses, Deeptone offset printing, 1949

Box 781

Folder 6

Claude Monet, Chrysanthemums, Deeptone offset printing, 1949

Box 781

Folder 7

Jan Vermeer, Young Woman with a Water Jug, Deeptone offset printing, 1950

Box 781

Folder 8

Rembrandt, The Artist's Son Titus, Deeptone offset printing, 1951

Box 781

Folder 9

"A Portfolio of Pictures," Britannica Junior, 1954

Box 781

Folder 10

"Man for the Ages," Allen Tupper True, Abraham Lincoln, Deeptone offset printing, 1958

Box 781

Folder 11

A.B. Frost, Quail Hunting, sheet-fed gravure printing, 1960

Box 782

Folder 1

"East Meets West," Sunset and the New Yorker, 1964

Box 782

Folder 2

"Classic Motorcars: A Portrait Gallery," Little, Brown and Company, 1966

Box 783

Folder 1

Publishing Expo/West luncheon, 1980

Box 783

Folder 2

"See the Most Influential People in Washington," conference Hospitality Suite, circa 1980s

- "Join Our Party," conference Hospitality Suite, two party kits, circa 1980s

Sub-subseries 3: Samples up to Twenty-Four Inches

Box 784

Folder 1

"Another New Specimen of Donnelley Deeptone," William Welsh, Pullman Company posters, 1936

Box 784

Folder 2

"We Have an Interesting and Important Story to Tell You," Photo- Fact Process, 1930s

Box 784

Folder 3

"An Exhibition of American Design," Lakeside Press Galleries, 1947

Box 784

Folder 4

John Constable, View at Hampstead Heath, Deeptone offset printing, 1948

Box 784

Folder 5

"Jacob Wrestled with an Angel," 1949

Box 784

Folder 6

D. Wolstenholme, Going Out, Deeptone offset printing, 1951

Box 784

Folder 7

"Map of the Treasure Seas," map of voyage of Sir Francis Drake, Newberry Library, Deeptone offset printing, 1953

Box 784

Folder 9

Carl Bodmer, The Big Soldier, sheet-fed gravure printing, 1955

Box 784

Folder 10

"The Fine Art of Audubon," Deeptone offset printing, 1958

Box 785

Folder 1-2

"The Fine Art of Audubon," Deeptone offset printing, 1958

Box 785

Folder 3

National Park scenes, Allen-Bradley Company, calendar production, 1968

Box 785

Folder 4

Declaration of Independence facsimile, 1971

Box 785

Folder 5

"In Freedom's Cause," Amos Doolittle, Revolutionary War prints, Deeptone offset printing, 1973-1974

Box 785

Folder 6

"What So Proudly We Hail'd..." Francis Scott Key, "The Star- Spangled Banner," 1976

Sub-subseries 4: Samples up to Thirty-Six Inches

Box 786

Folder 1

"Another Specimen of Donnelley Deeptone," Currier and Ives, Chicago in Flames, 1942

Box 786

Folder 2

"A Unique Fifteenth Century Hand-Colored Woodcut," Man of Sorrows, Art Institute of Chicago, Deeptone offset printing, 1949

Box 786

Folder 3

"Another New Specimen of Donnelley Deeptone," John James Audubon, Wood Duck, 1952

Box 786

Folder 4

George Caleb Bingham, Stump Speaking, sheet-fed gravure printing, 1956

Box 786

Folder 5

Frederic Remington, The Smoke Signal, 1957

Box 786

Folder 6

Charles M. Russell, The Broken Rope, 1962

Box 786

Folder 7

Birney Lettick, The Niche, 1963

Box 786

Folder 8

Winslow Homer, Breezing Up, Deeptone offset printing, 1970

Box 787

Folder 1

Norman Rockwell, Springtime in Stockbridge, 1971

Box 787

Folder 2

Jean Lattré, Map of America, 1973

Box 787

Folder 3

Reno Biondi, 1934, 1974

Box 787

Folder 4

Phillips Melville and John J. McCusker, The Alfred, 1975

Box 787

Folder 5

John James Audubon, Canvas-Backed Duck, sheet-fed offset printing, 1979

Box 787

Folder 6

"Twenty-six Marks Can Make the World More Interesting to You," circa 1980s

Box 787

Folder 7

"Harrisonburg, VA.," short-run book production, circa 1980s

Box 787

Folder 8

"Documentation Services View of the World," circa 1980s-1990s

Box 787

Folder 9

"Some Days You Just Need to Chill Out," Merchandise Media Group, circa 1990s

Box 787

Folder 10

"Twinkle, Twinkle," conference Hospitality Suite, circa 1990s

Sub-subseries 5: Samples Over Thirty-Six Inches

Box CABINET 1 DRAWER 1

Folder 1

Calendars, circa 1927

Box 788

Calendar, circa 1927

Box 789

Birney Lettick, Years at Sea, Deeptone offset printing, 1968

Box 790

James Lockhart, Raccoons, Deeptone offset printing, 1971

Series XV: Customers and Products

This is the largest series in the R.R. Donnelley & Sons Company Archive, and contains samples of thousands of products RR Donnelley printed for its customers, as well as material related to customer relationship management. Material in this series spans the years 1869-2002; however, material is heavily concentrated in the late twentieth century.

Staff of RR Donnelley often collected samples of other printing companies' products for the purposes of research, reference and competitive intelligence; therefore, this series includes samples of items that were not printed by RR Donnelley. Some, but not all of these samples are identified as being printed outside RR Donnelley.

This series is organized into thirteen subseries. Subseries 1-9 primarily contain samples of products printed by RR Donnelley, with a small amount of supporting material such as correspondence and job specifications. Subseries 10-12 document specific aspects of customer relationship management, including sales and product development. Throughout, oversized material has been transferred to Subseries 13.

Subseries 1: Alphabetical Files includes a variety of product samples, filed alphabetically by customer name or product title. While material in this subseries spans the years 1895-2002, the majority of the items are catalog and magazine samples dating from the 1970s-1990s. This subseries also contains smaller numbers of product samples from earlier in the company's history, as well as job specifications, clippings, publicity material, reports, and correspondence with customers.

Subseries 2: Books, contains samples of books printed by RR Donnelley from 1869 to 2000. It is divided into several sections. The first is primarily commercial books, printed from 1955 to 2000, which contains some text books, some instructional manuals, and many pocket books, as well as a Bible. The second section contains academic books printed from 1920 to 1950 on various historical and sociological topics. The last section contains books about Chicago and some published by The University of Chicago, printed from 1869 to 1928.

Subseries 3: Direct Mail, contains examples of direct mail advertising printed by RR Donnelley during the 1990s and 2000s. This subseries consists primarily of insert advertisements, although it also includes some insert catalogs and direct mail notifications. There are two folders which have examples from city-specific direct mail campaigns and a case study report on RR Donnelley's direct mail campaign efforts.

Subseries 4: Financial Printing, contains materials printed by RR Donnelley from 1989-2002, for other companies related to budget planning and other financial planning issues, such as payment and investment plans and employee coverage. These materials were printed for both American and foreign companies, as well as for RR Donnelley itself. The materials have been arranged alphabetically throughout the subseries except at the end, which contains several folders of financial planning samples by individual authors. These have been arranged alphabetically and chronologically.

Subseries 5: Foreign Language Products, contains magazines, catalogs, books, and direct mail samples printed by RR Donnelley for foreign markets from 1992-2002. This subseries has been broken into two main categories – magazines and catalogs. Both magazines and catalogs have been arranged into general subsections, such as men's, women's, and film. There are several direct mail samples and inserts, as well as a few foreign language books, placed at the end of the subseries. This subseries has been arranged alphabetically and then chronologically.

Subseries 6: Sears Catalogs, contains samples of catalogs printed by RR Donnelley for Sears from 1936 to 1993. The majority of the collection consists of seasonal "Big Book" catalogs, some printed for markets in specific cities. As the "Big Book" was phased out, there are more examples of catalogs for specific items, such as power tools or toys for children. There are also fashion

catalogs, and catalogs for uniforms, and for farm tools. Many of the samples are custom bound. This subseries has been arranged chronologically.

Subseries 7: Software Packaging and Manuals, is composed of software manuals and packages printed by RR Donnelley between 1985 and 2002. These manuals cover software programs such as rendering programs for art and design, processors, and operating systems. There are also samples of software packaging for several companies and software developers. This subseries is arranged alphabetically by customer or product name.

Subseries 8: Telephone Directories, contains three main sections of files, spanning the years 1977-2002. The first section contains samples of entire telephone directories for cities or areas, including directories from the United States and international locations. The second section contains production notes for specific sections within telephone directories, such as color advertisements or community information. The last section contains samples of covers and pages for specific cities or companies, but not entire directories. This subseries is arranged alphabetically and then chronologically.

Subseries 9: Tributes, Bookplates and Memorials, contains samples of products honoring customers, guests, employees, and other individuals and groups affiliated with RR Donnelley. It also includes samples of such items produced for customers. Material in this subseries includes, retirement announcements, retirement and anniversary party invitations, bookplate designs, and memorial publications. Material is arranged by format, then alphabetically by individual or customer name. The contents of this subseries span the years 1925-1972

Subseries 10: ALCOA, 1962-1967, documents RR Donnelley's negotiations with ALCOA, the world's leading producer of aluminum and an important customer. Much of the material in this subseries relates to pricing redeterminations and contract revisions. Files in this subseries are arranged alphabetically by subject, and contain material such as ledgers, reports, correspondence, invoices, and contracts. Oversize material has been transferred to subseries 13.

Subseries 11: Customer Call Records, consists of cards used to document contacts made by RR Donnelley's sales staff to individual customers. The cards contain detailed information about sales staff, customers, contracts and orders. Represented are major customers of RR Donnelley, as well as smaller concerns and other companies whom RR Donnelley solicited as potential customers. This subseries has been arranged alphabetically by customer and then chronologically, spanning the years 1909-1968.

Subseries 12: Copyright Files, contains records of copyrights managed RR Donnelley and affiliated individuals. These records span the years 1940 to 1970, with files arranged chronologically. Materials in this subseries consist mainly of copyright applications, forms and instructions.

Subseries 13: Oversize, consists of material transferred from previous subseries. Most of the items in this subseries are oversize product samples transferred from Subseries 1-6, including posters, art prints, wall calendars, portfolios, magazines and newspaper supplements. Also included are mimeograph stencils transferred from Subseries 10. This subseries has been further organized

into sub-subseries: Sub-subseries 1-4 are organized by size, then organized alphabetically by customer name. Sub-subseries 5 consists of books transferred from Subseries 2.

Additional material related to RR Donnelley's customers and products is found in Series IV, IX, and XX.

Subseries 1: Alphabetical Files

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Folder 1

20th Century Plastics, 1987-1992

Box 791

Folder 2

20th Century World Coins, 1981

Box 791

Folder 3

3 to Get Ready, 1980

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Folder 4

3-2-1 Contact, 1980-1990

Box 791

Folder 5

33 Metal Producing, 1989

Box 791

Folder 6

3M, 1986

Box 791

Folder 7

4-H, 1985-1986

Box 791

Folder 8

40, circa 1970s-1980s

Box 791

Folder 9

7-Eleven, 1989

Box 791

Folder 10

A & P, circa 1980s

Box 791

Folder 11

A & S, 1985

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Folder 12

Abbey Press, 1991

Box 791

Folder 13

ABC Distributing, 1983

Box 791

Folder 14

ABC School Supply, circa 1980s

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Folder 15

A.B. Dick, circa 1930s

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Folder 16

Academy of General Practice, 1958

Box 791

Folder 17

Accel, 1986

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Folder 18

Accessmagazine.com, 2000

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Folder 19

Ace Hardware, 2000

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Folder 20

Adair, circa 1980s

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Folder 21

Addison-Wesley Publishing, 1976

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Folder 22

Admiral Cruises, 1987

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Folder 23

Advertising Consultants, 1981

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Folder 24

Aircraft Owners and Pilots Association, 1980-1988

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Folder 25

Airfare Discount Bulletin, 1983

Box 791

Folder 26

Air Force Sergeants Association, 1981

Box 791

Folder 27

Alaska Sightseeing Tours/TravAlaska, 1989

Box 791

Folder 28

Alaska Sportsman, 1955-1961

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Folder 29
Alaska State Division of Tourism, 1978-1987

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Folder 30-31
Albert E. Price Products, 1986-1989

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Folder 32
Alcoa, 1961

Box 791
Folder 33-39
Aldens, 1961-1980

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Folder 1-6
Aldens, 1981- 1989

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Alex & Ivy Country, 1992

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Allure, 1992-1994

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Goldstein, Bobbye S., Inner Chimes – Poems on Poetry, 1992
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Hart, John, 50 Portrait Lighting Techniques for Pictures that Sell, 1995
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Croneis, Carey and William C. Krumbein, Down to Earth – An Introduction to Geology, 1936

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University of Chicago, A Manual of Style with Specimens of Type, 1927

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University of Chicago, President's Report, 1925-1926

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The Equitable Trust Company, Diary of the Bar of Cook County, Illinois, 1902-1903

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- Burger King/Alcone Marketing
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- Communifax
- Communifax
- Conseco
- Curtco Freedom
- Datek Online
- Digital Nation
- Dow Jones
- Draft Worldwide
- Draft Worldwide, Inc.
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- Eclipse Marketing
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- Experian
- GB Data International
- Guild.com
- HMB Publishing/MXG Media

- Hospitalized Veterans
- Iprint.com

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- Kohl's Department Stores
- Marketing Associates
- Medical Self-Care
- Medical Self-Care
- Michigan Bulb
- National Instruments
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- NLDA
- Oreck
- Oreck
- Pfaltzgraff
- Premier Circle
- Pleasant Company
- Radio Shack
- Radio Shack
- Register.com
- Service Merchandise
- Smith & Hawken
- Spectrum Graphics
- Sperber Direct
- Sprint
- Targetbase Marketing
- Tension Envelope
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- Toys R Us
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- Working Assets

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- Alcone Marketing (Burger King)
- Dow Jones
- EF Education
- (IMP) International Masters Publications

- Office Depot
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- AGIA (American Group Insurance Association)
- AGIA (American Group Insurance Association)
- AGIA (American Group Insurance Association)
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- Merkle Direct
- Millennium Graphix
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- Leo Burnett USA
- MVBMS – Fuel North America
- NRCC
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- ACE Hardware
- AKA Euro RSCG
- Direct Pro
- Disney
- Draft Worldwide
- Garnet Hill
- Guidepost
- EastWest Creative
- Leslie's Swimming Pool Supplies
- Miller Publishing Company
- One Source
- PCH
- Pennsylvania Dutch Convention
- Publishers Clearing House
- Service Merchandise
- Service Merchandise
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- Time Consumer Marketing Incorporated
- University of Illinois Alumni Association

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- Bon Appetit
- Cambridge
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- The Home Depot
- Michigan Bulb
- Office of Prize Administration
- Parliament Cigarettes
- People Magazine

- Reader's Digest Association
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- Fidelity Investments – Focus Funds, Class A, etc
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- Franklin Templeton Investments, Semi-Annual Report, 2000
- Franklin Templeton Investments, Annual Report, 2001
- Franklin Templeton Investments, Annual Report, 2001

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- General Motors Corporation
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- Harley-Davidson, Inc.
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- Heller Financial, Inc.
- Hewitt Associates, Inc.
- Hilliard Lyons Growth Fund, 2000
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- Household Finance Corporation
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- Humana, Business Plan for Employee Benefits
- Humana, Health Insurance Rescue Kit

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- Invesco, Combination Stock and Bond Funds
- Invesco, Variable Investment Funds, High Yield Fund
- Invesco, Variable Investment Funds, Small Company Growth Fund
- Invesco, Treasurer's Series Funds
- Invesco, Dynamics Fund – Institutional Class
- Invesco, S&P 500 Index Fund
- Invesco, Stock Funds – Class C
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- Kansas City Southern Industries, Inc.
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- Lincoln Financial Group, Choice Plus Access Variable Annuity Prospectus
- Lincoln Financial Group, ChoicePlus II Access Variable Annuity Prospectus
- Lincoln Financial Group, ChoicePlus II Variable Annuity Prospectus
- Lincoln Financial Group, ChoicePlus II Bonus Variable Annuity Prospectus
- Lincoln Financial Group, ChoicePlus II Advance Variable Annuity Prospectus
- Lincoln Financial Group, ChoicePlus Variable Annuity Prospectus
- Lincoln Financial Group, Fund A Group Variable Annuity Prospectus
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- McDonald's Corporation, Form 10-K
- McDonald's Corporation, Notice of 2000 Annual Shareholders' Meeting
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- Munder Funds, Account Application
- Munder Funds, Checkwriting Authorization Form
- Munder Funds, Transfer on Death Registration Request
- Munder Funds, Change of IRA Beneficiary Form
- Munder Funds, IRA Recharacterization Form
- Munder Funds, Traditional IRA Direct Rollover Form
- Munder Funds, IRA Transfer of Assets Form
- Munder Funds, IRA Distribution Request Form
- Munder Funds, Class Y Shares, 2000

- Munder Funds, Class A, B & C Shares, Munder Index 500 Fund, 2001
- Munder Funds, Class A, B & C Shares, Munder Income Funds
- Munder Funds, Class A, B, C & II Shares, Munder Equity Funds
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- Munder Funds, musicmaker.com, Inc

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- National Semiconductor, 1989
- National Semiconductor, 1990
- Nigeria Law Digest
- Northern Institutional Funds, Equity and Fixed Income Portfolios
- Northern Institutional Funds, Equity and Fixed Income Portfolios
- Northern Institutional Funds, Equity Portfolios
- Northern Institutional Funds, Fixed Income Portfolios

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- Northern Trust, Notice of Annual Meeting of Stockholders
- Northern Trust, Annual Report to Shareholders
- Nuveen Investments, Arizona, Dividend Advantage Municipal Fund 2
- Nuveen Investments, Arizona, Dividend Advantage Municipal Fund 3
- Nuveen Investments, California
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- Nuveen Investments, Ohio
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- Nuveen Investments, Dividend Advantage Municipal Fund
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- Nuveen Investments, Real Estate Income Fund
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 - Oberweis Funds, Annual Report
 - Ohio Building Authority
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- Pa-Pi, 2001-2002
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 - Paragon Life Insurance Company, Variable Insurance Products Funds
 - Paragon Life Insurance Company, Prospectus 2002
 - PIMCO Funds, Prospectus

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- Pl-Pro, 1999-2002
- Playboy, Class B Common Stock
 - Playboy, Annual Report, 1999
 - Playboy Enterprises, Inc.
 - Playboy, Annual Meeting, 2001
 - Playboy, Annual Meeting, 2001
 - Prime Group Realty Trust
 - Priority Health, Options
 - ProFunds, Prospectus

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- Pru-Pu, 1993-2001
- Prudential, Plan to Demutualize, foreign copy
 - Prudential, Plan to Demutualize, part 1
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 - Putnam, Health Sciences Trust

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- Q, 2000-2001
- Quick & Reilly, Fundamentals
 - Quick & Reilly, Focus, 2000
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- Rocky, Common Stock
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- RR Donnelley Financial, Capital Markets, Color Book Proofs
- RR Donnelley Financial, Capital Markets, Global Network
- RR Donnelley Financial, Capital Markets, Handling a Reorganization
- RR Donnelley Financial, Capital Markets, Translation Services
- RR Donnelley Financial, Cross-Border Release

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- RR Donnelley Financial, EDGAR II, Fact Sheet
- RR Donnelley Financial, EDGAR II, Filer Manual
- RR Donnelley Financial, EDGAR II, Filer Manual
- RR Donnelley Financial, EDGAR II, Filing
- RR Donnelley Financial, EDGAR II, Introduction
- RR Donnelley Financial, EDGAR II, Pictorial Introduction
- RR Donnelley Financial, EDGAR II, Rulemaking

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- RR Donnelley Financial, Experian, Fact Sheet
- RR Donnelley Financial, Experian, Mastering your Marketplace
- RR Donnelley Financial, Financial Service Center, Cleveland
- RR Donnelley Financial, Foreign Private Issuers
- RR Donnelley Financial, Going Public Sourcebook
- RR Donnelley Financial, Going Public, Insider's Guide, 2000
- RR Donnelley Financial, Going Public, Insider's Guide, 2002

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- RR Donnelley Financial, Guide to Internet Legislation
- RR Donnelley Financial, Healthcare Communications
- RR Donnelley Financial, Healthcare Communications, Fulfillment and Distribution Services
- RR Donnelley Financial, Healthcare Communications, Fulfillment and Distribution Services
- RR Donnelley Financial, Healthcare Communications, KitTraK
- RR Donnelley Financial, Healthcare Communications, Prudential and Donnelley
- RR Donnelley Financial, Healthcare Communications, Strategies, Service and Solutions

- RR Donnelley Financial, International Disclosure Standards
- RR Donnelley Financial, Investor Communications, Color Books Proofs
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- RR Donnelley Financial, Investment Company Act of 1940, 2000

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- RR Donnelley Financial, Investment Company Act of 1940

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- RR Donnelley Financial, Over the Counter Bulletin Board
- RR Donnelley Financial, Plain English Handbook, Volume II
- RR Donnelley Financial, Plain English Handbook, Volume II
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- RR Donnelley Financial, Plain English, Quick Reference Guide to
- RR Donnelley Financial, Plain English, Quick Reference Guide to
- RR Donnelley Financial, PostX
- RR Donnelley Financial, Profit Sharing

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- RR Donnelley Financial, Restricted Securities
- RR Donnelley Financial, Rule Book
- RR Donnelley Financial, SEC Sets, Aircraft Carrier

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- RR Donnelley Financial, Selected SEC Rules, 1999
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- RR Donnelley Financial, Ten-Q Form, Securities and Exchange Commission
- RR Donnelley Financial, User Manual, 1999
- RR Donnelley Financial, User Manual, 2000
- RREEF Real Estate Investment Management Company

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- Sanpaoio, offering circular
- SBC Communications, Inc.
- Scudder Investments, news
- Scudder Investments, Variable Series II Semi-Annual Reports
- Sears, Roebuck and Co., Form 10-Q, March 31, 2000
- Sears, Roebuck and Co., Form 10-Q, July 29, 2000
- Sears, Roebuck and Co., Form 10-Q, October 27, 2001

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- Security Financial Holding Company
- The Servicemaster Company, Form 10-K, 2000
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- Smith Barney Mutual Funds, Travelers Series Fund, Inc.
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- Sprint Corporation, Form 10-K/A
- Sprint Corporation, PCS Common Stock – Series I
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- Standard Register, State of New York Price List
- State Farm Mutual Fund Trust
- Steelcase PPO Directory
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- The Strong Family of Funds, news
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- TV Guide, Inc., Change of Control Notice and Offer to Purchase
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- Wanger Asset Management
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- Wayne Hummer Mutual Funds
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- William Blair Funds, Class N Shares Performance Update
- William Blair Funds, Semi-Annual Report
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- Cartoon Network, La Revista, 1998
- Lego, Winterzeit catalog, 2000
- Lego, World Club catalog, 2001
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- Toys Mag, 1993
- Wesota Szkota, 2001
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- Wielcy Malarze, Ich Życie, Inspiracje I Dzieło, Hieronymus Bosch, 1999
- Wielcy Malarze, Ich Życie, Inspiracje I Dzieło, Salvador Dali, 2000
- Wielcy Malarze, Ich Życie, Inspiracje I Dzieło, Amedeo Modigliani, 2000
- Wielcy Malarze, Ich Życie, Inspiracje I Dzieło, Marcel Duchamp, 2000
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- Adolf, Gustaf VI, King of Sweden
- Bennet, Earl Willard

- Bloom, Herbert H.
- Bolenius, William C.
- Borg-Warner
- Bowen, Louise de Koven
- Bryn Mawr Community Church
- Cornell, Douglas Hawley
- Cummings, Nathan
- Dorland, Ralph E.
- Finnegan, Joseph Bernard
- Graham, Willard J.
- Hanson, Joseph O.
- Harris, Albert W.
- Hoagland, Don
- Hutchins, Robert Maynard
- "Into All the World"
- Jones, Charles W.
- Klusmeier, William
- Krueger, Alfred Andrew
- Kurfess, W. Fred
- Leonard, Edwin S.
- Lilly, Eli
- Makita, Yoichiro
- McCarthy, Larry and Margaret
- McCormick, Colonel Robert R.
- Miller, W.V.
- Montevideo, Compania Swift de
- Morelli, Fred M.
- Perkins, Arthur
- Queen Juliana
- Rosenwald, Lessing J.
- Russell, Martin R.W.
- Sawyer, Ainslie Y.
- Snell, C.E. "Hap"
- Sperry, Ollie
- VanderKloot, Nicholas J.
- Walter, Charles A.
- Wood, General Robert E.

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- Samples
- Anderson, Logan M.
- Beilfuss, C.W.
- Bell, James F.
- Byrne, Thomas H.
- Case, Henry Newsom

- Cooke, Ralph William
- Cosgrove, William H.
- Crawford, R.N.
- D'Arcy, William C.
- Dingle, John H.
- Drake, Colonel J. Frank
- Gustavson, Reuben G.
- Hamilton, Helen
- Hanson, Joseph O.
- Hardy, Charles L.
- Hutchins, Robert Maynard
- Johnston, Forney
- Kelley, Dennis Francis
- McLaughlin, Joe
- Moriarty, Michael Jesse
- Morron, John R.
- Park, Alexander S.
- Randall, Clarence B.
- Seabury, C.W.
- Seymour, William
- Shellard, John
- Sloan, Alfred P.
- Spacek, Leonard
- Stoddart, Charles H.
- Strauss, Lewis L.
- Stuart, John
- Swift, Charles Henry
- Switzer, Clarence
- Tenney, Henry F.
- Tribolet, Harold
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- Wood, James Madison

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- Sample plates and type-setting
- Abbe, Dorothy
- Abramson, Gertrude M.
- Allanson, Harry E.
- Prince Andrew
- Barsa Company
- Beckwith, Thomas Brooks
- Brill, Kathleen Unks and Arno William
- Dieckmann, W.V.
- Doan, Leland I.

- Don, Reuben
- Driscoll, Margaret Weyerhaeuser
- Encyclopedia Britannica
- Hotel Custer, Carl Sandburg Suite
- IGA
- J.C. Penney Co., Inc.
- James, Sidney L.
- Johnson, Lydon Baines
- Kallis, Mort
- Kilgour, Bayard L. Jr.
- Leslie, Louis A.
- Loubek, Charles E.
- Maland, Oz
- Morris, Ella L.
- Newman, J. Wilson
- Northwestern Mutual Life Insurance Company
- Owens, Harry J.
- Prince Phillip
- Rockefeller, John D., Jr.
- Ross, David Edward
- Sears
- Swanson, Arthur C.
- Wetzel, Theodore C.
- World Book Dictionary
- Zimmermann, Herbert P.

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- Agnus, William M.
- Baity, R. Flake
- Bryn Mawr Community Church
- Cormany, William B.
- Cox, Charles Raymond
- Dawes, Beman Gates
- Dawes, Charles Gates
- Detterer, Ernst F.
- Flett, James
- Fuller, Douglas R.
- Geddes, John Joseph
- Glore, Charles Foster
- Goodspeed, Charles Barnett
- Graff, Everett D.
- Holabird, John Augur
- Horne, Edward A.
- International Packers Limited
- The Lake Forest Hospital Memorial Fund

- Livingston, Homer J.
- Maddock, Charles S.
- Market Street Methodist Church
- McClure, Nathan Dixon
- McKenna, Ivan A.
- McNamara, Robert Charles
- Meyercord, George R.
- Nelson, Ralph M.
- Osborne, John S.
- Porter, Irvin L.
- Randall, Clarence Belden
- Robinson, David L.
- Ross, David Edward
- Ryerson, Edward L.
- Ryerson, Joseph Turner
- Sampsell, Marshall G.
- Scaife, Alan Magee
- Shea, Edward Lane
- Smart, John
- St. John's Episcopal Church
- Straus, Henry Horner
- Swift, Charles Henry
- Vlack, Philip Arthur van
- Watson, Cornelius Bushnell

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Series XVI: Communications and Media Relations

This series contains material related to internal communication at RR Donnelley, as well as external communications to news media such as magazines and newspapers. The contents document business developments, internal news, and corporate policies. Material in this series spans the years 1907-2002, and includes company magazines and newsletters, clippings,

announcements, news releases, memoranda, directories, pamphlets, brochures, editorial material, historical research and oral history transcripts.

This series is divided into eight subseries.

Subseries 1: Company Magazine, consists of copies of RR Donnelley's in-house periodical, forming a complete run of the magazine from 1916-1994, with duplicate copies for most volumes. Both bound volumes and loose individual issues are included, in files organized chronologically. The magazine was published under several titles, including Lakeside Press (1916-1934); Lakeside News (1935-1958); Lakeside Review (1959-1964); The Donnelley Printer (1965-1986); and The Printer (1987-1995). Content includes company news, features on individual employees and departments, photographs, artwork, and texts of reports and speeches. Issues from the 1920s-1950s are notable for cover art designed by company employees.

Subseries 2: Newsletters, contains periodicals published mainly for the internal audience of RR Donnelley employees. These newsletters published announcements relating to customers, products and business developments; transcripts of speeches; updates on facilities and equipment; and features on individual employees, events, and special achievements. Because titles changed frequently, newsletters are organized by division or department; files are then organized chronologically. Included are newsletters from 1930-2002, representing RR Donnelley divisions, offices and plants in the United States, United Kingdom and Singapore.

Subseries 3: Announcements, News Releases and Corporate Memoranda, contains short documents intended to communicate official company positions to either the internal audience of employees, or to the external audience of the media and general public. Much of the content of these documents relates to company policies, staff responsibilities, and business developments. Files in this subseries are organized chronologically from 1949-2001. Some files include secondary summaries, indexes, and annotations.

Subseries 4: Company Directories, contains material from 1933-2002, filed chronologically. Most of the directories cover the Chicago Manufacturing Division, or the company as a whole. Also included are smaller pocket directories, directories of retired employees, and directories for travel service vendors. The directories are generally organized by employee names or by work unit, and include contact information. Some copies are annotated by employees.

Subseries 5: Subject Files, contains material spanning the years 1917-2001, filed alphabetically by subject. Material in this subseries includes reprints and clippings from the company magazine, pamphlets, brochures, books, periodicals, interoffice memoranda and announcements. Many of the subjects in this subseries relate to business developments, company history and identity, printing technologies, divisions and departments, current events and social topics. This subseries includes official statements on topics such as diversity, environmental policy and business ethics.

Subseries 6: Crawfordsville Division Research, 1995-1996, documents work towards a publication commemorating the 75th anniversary of RR Donnelley's plant in Crawfordsville, Indiana. This subseries contains photocopies of primary material, including correspondence,

articles and business records; transcripts of interviews with employees; notes, drafts and reports on the publication project.

The date range given in folder descriptions does not refer to the date span of documents, but to the time period that was being researched. This subseries contains a concentration of material from the mid-twentieth century, and from the years 1995-1996 when the publication was researched. Cassette tapes of oral history interviews have been transferred to Series IXX: Subseries 2.

Subseries 7: Media Coverage, contains a set of clipping service packets collected from 1976-2001, and filed chronologically. These packets were compiled by RR Donnelley staff to keep managers informed about mentions of the company in news media. Organized in a second chronological sequence are magazines, newspapers, trade journals, clippings, and a small amount of editorial material such as correspondence and proofs.

Subseries 8: Oversize, contains material transferred from Subseries 2, 4 and 5. Material can be traced to its original location through folder descriptions. Included in this subseries are large broadsides announcing the company's mission statements and creeds, corporate identity standards manuals, broadsides stating supervisors' duties, a satirical newsletter from the company's graphics division, and directory signs for offices in the company's Calumet building tower.

Additional material related to RR Donnelley communications and media relations is found in Series II, VII, IX, XI, and IXX.

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Series XVII: Personnel

This series contains material related to RR Donnelley's development and management of its workforce. Material in this series spans the years 1904-1999, and includes meeting minutes, contracts, agreements, briefs, historical writings and research, brochures, pamphlets, handbooks, manuals, instructional materials, correspondence, policy statements, reports, newsletters, broadsides, announcements and memorabilia.

This series is divided into ten subseries:

Subseries 1: Labor Relations, documents the relationship of RR Donnelley to organized labor, labor activists, employer advocacy groups, and agencies governing labor relations. Material in this subseries spans the years 1904-1989, and includes reports, meeting minutes, contracts, agreements, briefs, correspondence, historical writings and research, broadsides, pamphlets and manuals. Files are arranged alphabetically by subject or format. Well-represented in this subseries are negotiations between RR Donnelley and labor organizations, particularly the International Printing Pressmen and Assistants' Union of North America; attempts to unionize parts of the company during the twentieth century; the company's communication of labor relations policy through internal pamphlets and manuals; arbitration and enforcement of the 1921 Landis Award, including the activities of the Citizens' Committee to Enforce the Landis Award; and research on RR Donnelley labor history conducted by Herbert P. Zimmerman and Robert L. Hildebrand.

Subseries 2: Managers' and Supervisors' Manuals, includes material for the guidance of management staff in day-to-day employee relations. The company's employee relations policies and practices are documented in great detail. Manuals span the years 1950-1994, and are arranged chronologically.

Subseries 3: Training, includes material related to the RR Donnelley's apprentice programs, instructional courses, and professional development offerings. Included in this series are instructional manuals, course catalogs, course development materials, and instructor's manuals and notes. Files in this series span the years 1915-1995, and are organized alphabetically by title or course subject. Most of the material in this subseries was produced by RR Donnelley's Training Department or Apprentice School; however, this subseries also includes instructional material produced by the Printing Industry of America and other organizations.

Subseries 4: Recruitment, contains brochures and pamphlets meant to attract potential employees to RR Donnelley. This material is arranged chronologically by title or subject, and spans the years 1910s-1985.

Subseries 5: Compensation and Benefits, includes material related to salaries, wages, health care, dental care, retirement plans, medical and military leave, child care, and unemployment. Material in this series spans the years 1908-1999, and includes brochures, pamphlets, correspondence, policy statements, financial planning kits, and benefit plan reports. Files are arranged alphabetically by subject.

Subseries 6: Employee Organizations, Activities and Events, spans the years 1909-1999. Much of this subseries consists of material related events organized by the Lakeside Press Employees Association (LPEA). Also included are files on other employee clubs and associations, as well as materials related to employment anniversaries, awards, and special events. Material in this subseries included broadsides, newsletters, invitations, announcements, pamphlets, association by-laws, correspondence, and a cookbook produced by the Donnelley Club.

Subseries 7: Retirees, includes directories of retired employees published from 1961-1996; newsletters and memorabilia from the company's Retired Employees Club, 1971-1996; and a large collection of printed materials honoring retired employees. This material consists mainly of inserts intended to be added to a retiree's signature book; the insert honors the individual employee's character and his or her contribution to the company. A smaller number of these items are in the form of tributary pamphlets, announcements and invitations. Several retirement signature books, all blank, are also included as samples, as is a file of correspondence related to the production and ordering of signature books.

Subseries 8: Employee Handbooks, contains items dating from 1929-1985. These handbooks oriented new employees to RR Donnelley, and reinforced company rules and policies. Many of the handbooks were printed in multiple editions over many years. Also included is an employee handbook for another company, Illinois Tool Works. Handbooks are organized alphabetically by title, then chronologically.

Subseries 9: Timesheets and Payroll Ledgers, contains items dating from 1936-1951. Timesheets are for individual employees working in 1950-1959, and show hours worked, pay rates, deductions, and benefits accruals. Also included with the timesheets is a comparison of employee earnings from 1946-1950. Dating from 1936-1961, the payroll ledgers consist of oversize sheets listing employees by department, and show earnings, pay rates, deductions, and benefits accruals. Several different departments within both the Chicago and Crawfordsville plants are represented in this subseries; however, neither the timesheets nor the payroll ledgers form a complete sequence.

Subseries 10: Oversize, contains large items transferred from Subseries 2 and 5. Included are a scrapbook of wages and benefits announcements, broadsides for company picnics, journeyman graduation certificates, broadsides and posters for the "Donnelley Savers" energy conservation program, and instructional broadsides on hand binding practices in the Apprentice School.

Additional material related to the management and development of RR Donnelley personnel is found in Series V, VII, VIII, IX, X, XVI and IXX.

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Series XVIII: Facilities and Operations

This series documents RR Donnelley buildings, properties, and facilities, as well as day-to-day printing operations that formed the core of the company's activities. Material in this series spans the years 1872-2000, although material is heavily concentrated in the mid- to late twentieth century.

This series is divided into eight subseries:

Subseries 1: Building and Properties, contains drawings, brochures, blueprints, and correspondence. This subseries has been organized by building, with files arranged alphabetically and then chronologically. This subseries includes drawings for building layouts and equipment, informational brochures from contractors for printing and utility equipment, and correspondence with architects and contractors.

Subseries 2: Facilities Management, includes plant site surveys, equipment reports, construction contracts, deeds, leases, and titles related to RR Donnelley's land purchases and construction. This includes correspondence and reports from contractors, copies of deeds and leases and other government documents, surveys of potential plant sites, and reports on printing equipment for plants. This subseries has been arranged alphabetically and then chronologically.

Subseries 3: Industrial Engineering, contains materials related to research and development in printing equipment. The bulk of this material is related to RR Donnelley's development of technology and templates for National Geographic magazines. This subseries also includes

patent applications and documentation. This subseries has been arranged alphabetically and then chronologically.

Subseries 4: Procedure Manuals, contains instructional books detailing the day-to-day operating procedures of RR Donnelley's company plants. These books document company-wide procedures, as well as those for various printing departments within the company. This subseries is arranged alphanumerically and then chronologically.

Subseries 5: Equipment Manuals and Specifications, contains books detailing the specifications for operating printing equipment, including presses and mechanical folders. This subseries has been arranged alphabetically and then chronologically.

Subseries 6: Typeface Specimens, contains indices and samples of various typefaces. These show examples of different typefaces available at RR Donnelley's printing plants. This subseries has been arranged alphabetically and then chronologically.

Subseries 7: Alphabetical Files, contains a selection of correspondence, reports, and memos regarding the history, maintenance, and goals of RR Donnelley's printing facilities. This includes a brief history of some plants, reports on the daily operations of facilities, and correspondence regarding proposals and new land purchases. Thus subseries has been arranged alphabetically and then chronologically.

Subseries 8: Oversize, contains large blueprints for buildings, equipment, and utilities for RR Donnelley's printing plants, all transferred from subseries 1. File are organized by size, and then by building name.

Additional materials related to RR Donnelley's facilities and operations are found in Series II, IX, XI, XII, IXX, and XX.

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Typeface specimens, supplement books, numbers 1-26, undated

Box 1091

Folder 1

Typeface specimens, supplements, automated composition - computer, photaset, hot metal - booklet, 1966

Box 1091

Folder 2

Typeface specimens, supplements, charts of special fonts and borders, undated

Box 1091

Folder 3

Typeface specimens, supplements, correct spacing of heads, instruction cards, undated

Box 1091

Folder 4

Typeface specimens, supplements, Lancaster Division, type face inventory, June 1967

Box 1091

Folder 5

Typeface specimens, supplements, linotype faces in Chicago, 1961

Box 1091

Folder 6

Typeface specimens, supplements, magazine group specifications for offset web publications, 1988

Box 1091

Folder 7

Typeface specimens, supplements, Old French Cartouches, specimen sheets, 1975

Box 1091

Folder 8

Typeface specimens, supplements, Old French Vignettes, specimen sheets, 1975

Box 1091

Folder 9

Typeface specimens, supplements, "Specimen Pages of the Latest Designs in Type, Borders, Initials and Ornaments in use by The Lakeside Press," 1919

Box 1091

Folder 10

Typeface specimens, supplements, text types linotype and Ludlow available at RR Donnelley book manufacturing plants, undated

Box 1091

Folder 11

Typeface specimens, supplements, types and borders for telephone directory advertising at RR Donnelley, 1919

Subseries 7: Alphabetical Files

Box 1091

Folder 12

Advertising, reports, 1947

Box 1091

Folder 13

AlphaGraphics, relocation, 1994

Box 1091

Folder 14

American Bailer Company, correspondence and purchase reports, 1953-1995

Box 1091

Folder 15

Breeder Press, Butterick Fashions, correspondence, 1958

Box 1091

Folder 16

Correspondence and equipment installation, 1967-1974

Box 1091

Folder 17

Crawfordsville, National Quality Assurance certificate of registration, 1993

Box 1091

Folder 18

Elevators, Otis Elevator Company, 1928

Box 1091

Folder 19

Elevators, Westinghouse Electric Elevator Company, 1932-1935

Box 1091

Folder 20

Energy and fuel reserves during crisis and regulation, 1975-1979

Box 1091

Folder 21

"Engineering Data and Useful Information," circa 1960

Box 1091

Folder 22

Harper Row Warehouse Proposal, 1967

Box 1091

Folder 23

Lakeside Press list of signatures, chart, undated

Box 1091

Folder 24

Letter Press plates, pilot plate project, 1965-1972

Box 1091

Folder 25

Linotype pay schedule, comparisons from 1912, 1953

Box 1091

Folder 26

Mailing labels, lists and zip codes, 1966-1974

Box 1091

Folder 27

Magmaster Software press release, 1991

Box 1091

Folder 28

Newspaper printing, excerpt from history, 1949

Box 1091

Folder 29

Observations on buying industrial buildings, Elliott Donnelley, 1964

Box 1091

Folder 30

Operating Department, departmental status and news clippings, 1902-1980

Box 1091

Folder 31

Operating Department, advertising brochure, correspondence, 1958-1959

Box 1091

Folder 32

Pantone Matching System, color guide, undated

Box 1091

Folder 33

Policy on plant site acquisition, 1976

Box 1091

Folder 34

Press, P-50, memo on purchase and operating, 1975

Box 1091

Folder 35

Pricing and estimating for printing jobs, 1896-1979

Box 1091

Folder 36

Real estate expansion reports, 1910-1991

Box 1091

Folder 37

Reports on plants, 1963-1976

Box 1091

Folder 38

Security, control of customer information and classified materials, memos and press releases, 1987-1990

Box 1091

Folder 39

Selection of company-owned division directors' houses, 1959

Box 1091

Folder 40

Terms and employee information, 1915-1926

Box 1091

Folder 41

Vario-Klischograph etching machine introduction, 1959-1979

Box 1091

Folder 42

Working papers, reports on handling of scrap materials, 1934

Subseries 8: Oversize

Box 1092

Folder 1

Allyn-Bacon Building, floor plans and surveys, 1961-1986

Box 1092

Folder 2

Allyn-Bacon Building, plumbing and ventilation, 1965-1978

Box 1092

Folder 3

Calumet Plant, architectural plans, America-Marietta, 1960-1961

Box 1092

Folder 4

Calumet Plant, building drawings, 1928

Box 1092

Folder 5

Calumet Plant, floor plans, 1928-1961

Box 1092

Folder 6

Calumet Plant, machinery and equipment, 1938-1961

Box 1092

Folder 7

Calumet Plant, plumbing, electrical and ventilation, 1951-1960

Box 1093

Folder 1

Corporate Building, elevators and tunnels, 1925-1941

Box 1093

Folder 2

Corporate Building, floor plans, 1929-1938

Box 1093

Folder 3

Corporate Building, machinery and equipment, 1928-1968

Box 1093

Folder 4

Corporate Building, plumbing, 1924-1960

Box 1093

Folder 5

Corporate Building, ventilation, 1952-1974

Box 1093

Folder 6

Corporate Building, wiring and electrical work, 1952-1973

Box 1093

Folder 7

Crawfordsville, elevators, 1938

Box 1094

Folder 1

Crawfordsville, exterior drawing, circa 1938

Box 1094

Folder 2

Crawfordsville, floor plans, 1938

Box 1094

Folder 3

Crawfordsville, machinery and plumbing, 1924-1939

Box 1094

Folder 4

Lakeside Bank Building, floor plans, 1966

Box 1094

Folder 5

Lakeside Press Building, architect's color conceptual drawings, 1947

Box 1094

Folder 6

Memorial Library, fireplace inscription, sepia drawings of interior, 1928

Box 1094

Folder 7

Unknown building, architectural plans, 1988

Box 1094

Folder 8

West Plant, building layout plans, 1961-1978

Box 1094

Folder 9

Woodall Building, building layout and floor plans, 1950

Box 1095

Architectural and mechanical drawings, undated

Box CABINET 1 DRAWER 3

Folder 1

Calumet Plant, architectural drawings, 1924

Box CABINET 1 DRAWER 3

Folder 2-3

Mechanical drawings, circa 1970s-1980s

Box CABINET 1 DRAWER 4

Folder 1

Mechanical drawings, circa 1970s-1980s

Box CABINET 1 DRAWER 5

Folder 1

Allyn-Bacon, ventilation, 1965

Box CABINET 1 DRAWER 5

Folder 2

Calumet Plant, floor plans and surveys, 1938-1960

Box CABINET 1 DRAWER 5

Folder 3

Calumet Plant, machinery and equipment, 1947-1972

Box CABINET 1 DRAWER 5

Folder 4

Calumet Plant, plumbing, 1962

Box CABINET 1 DRAWER 5

Folder 5

Corporate Building, floor plans, surveys, furnishing and equipment, 1938-1985

Box CABINET 1 DRAWER 5

Folder 6

Corporate Building, ventilation and electrical, 1939-1961

Box CABINET 1 DRAWER 5

Folder 7

Corporate Building, Western Architectural Iron Company, 1960- 1961

Box CABINET 1 DRAWER 5

Folder 8

Crawfordsville, layout and machinery, circa 1951

Box CABINET 1 DRAWER 5

Folder 9

Woodall Building, layout, undated

Box CABINET 2 DRAWER 15

Folder 1

Typeface specimens, copy fitting system, complete list of type faces available in Chicago
Composing Room, circa 1950

Series XIX: Photographs, Audio-Visual and Digital Media

This series contains visual, audio, and multimedia documentation of RR Donnelley's employees, facilities, equipment, products, promotional efforts and communications programs.

This series is divided by format into seven subseries:

Subseries 1: Photographs, includes material from 1871-circa 1990s. Material in this subseries consists primarily of prints and slides, but also includes negatives, transparencies, and related notes and correspondence. Many of the images are portraits of employees on the occasion of employment anniversaries and retirements. Most, though not all of these individuals are identified on the photographs. Also included are photographs of plants, facilities, equipment, employees, and products; many of these images are unidentified. Among the unidentified or minimally identified photographs in this subseries, many appear to represent the Documentation Services Division of the company's Crawfordsville, Indiana plant around 1992.

Subseries 2: Audio Recordings, consists of cassette tapes and audio reel tapes, spanning the years 1958-1996. Included in this subseries is a set of recordings of oral history interviews with staff of RR Donnelley's Crawfordsville plant, transferred from XVI, Subseries 6. Also included are recordings of meetings, talks and events; company orientation and benefits presentations; and information about facilities, products and equipment.

Subseries 3: Films, contains 16-millimeter and 8-millimeter film reels and filmstrip fragments dating from the 1950s-1970s. Many films are unidentified, or minimally identified with a number or code. The largest group of films in this subseries are related to industrial engineering studies carried out at RR Donnelley, particularly time-motion studies of the use of printing facilities and equipment. The work process demonstrated is sometimes identified on the film canister. Other films in this subseries relate to promotional campaigns, employee activities and special events.

Subseries 4: Video Recordings, consists of videocassettes and video tape reels from circa 1970s-2000. A variety of formats are found, with VHS, Betamax, and PAL the most common. The content of most of the videos falls into several broad areas, including annual reports, conferences and presentations, human resources, television broadcast segments, and content for "video wall" presentations. Also included are general collections of videos, including content documenting RR Donnelley's divisions and subsidiary companies, and three unidentified recordings.

Subseries 5: Microfilm, contains items from circa 1970s-1980s. The content of the microfilm rolls is of two distinct types. Two rolls of microfilm, produced by the University of Chicago Library consist of photoduplications of books considered for reprinting in the Lakeside Classics series; the remaining rolls contain mechanical illustrations.

Subseries 6: Computer Disks and CD-ROMs, contains items from 1990-1999. Included are disks of data related to corporate presentations, promotional campaigns, the company's 1992 annual report, and the retirement of Charles W. Lake.

Subseries 7: Multimedia Kits, contains material from 1993-1999. These kits were produced for presentations, workshops or other formal communications in the company, and include a combination of video, digital, and text content. Much of this subseries consists of a series of presentations of company values, titled "Work and Progress." Also included are kits for presentation and instruction on the topics of sales and marketing, human resources, and management leadership.

Photographs, audio-visual, and multimedia materials are also found in Series XI. Additional photographs are found throughout the collection, particularly in Series I, II, V, and IX.

Subseries 1: Photographs

Box 1096

Folder 1-12

Staff portraits, A-J, circa 1940s-1970s

Box 1097

Folder 1-12

Staff portraits, K-Z, circa 1940s-1970s

Box 1097

Folder 13-16

Staff portraits, unsorted and unidentified, circa 1940s-1970s

Box 1098

Folder 1

Executive portraits, circa 1990s

Box 1098

Folder 2-14

Staged scenes of employees at work, contact sheets, prints and negatives, circa 1983

Box 1098

Folder 15

Employees and equipment, circa 1970s-1980s

Box 1098

Folder 16

"Flagship," employees and facilities, circa 1990s

Box 1098

Folder 17

Robert Dibelka, Chicago Urban League luncheon, 1956

Box 1098

Folder 18

Robert Dibelka, employees, sites, facilities and equipment, circa 1940s-1960s

Box 1098

Folder 19

Trajan Column inscription replica, circa 1951

Box 1098

Folder 20

"Ruins of Chicago," Lakeside Press building after Great Chicago Fire, 1871

- Two unidentified transparency rolls, undated

Box 1099

Folder 1

Gaylord Donnelley, circa 1980s

Box 1099

Folder 2-4

Employee portraits, circa 1960s-1980s

Box 1099

Folder 5

Employee portraits, unidentified, circa 1960s-1980s

Box 1099

Folder 6

Minstrel show, 1916

Box 1099

Folder 7

Women employees, 1920

Box 1099

Folder 8

Switchboard operators, 1938

Box 1099

Folder 9-10

Employee anniversary dinner, 1948

Box 1099

Folder 11

Society of Typographic Arts, Annual Exhibition of Design in Chicago Printing, judges, circa 1940s-1950s

Box 1099

Folder 12

Mailroom, 1953

Box 1099

Folder 13

Officers of RR Donnelley, Ferguson Publishing Company and Field Enterprises, golf game, 1962

Box 1099

Folder 14

Employee 25-year anniversary dinner, Memorial Library, 1967

Box 1099

Folder 15

Retiree dinner, 1977

Box 1099

Folder 16

Open house event, 1977

Box 1099

Folder 17

Singapore plant, employee visit, 1992

Box 1099

Folder 18

Crawfordsville plant, Documentation Division expansion, circa 1992

Box 1099

Folder 19

Anniversary event, circa 1992

Box 1099

Folder 20

Electronic Graphics employees, 1968

Box 1099

Folder 21

Employees, activities and equipment, 1960s-circa 1990s

Box 1099

Folder 22-24

"Flagship," employees and facilities, circa 1990s

Box 1099

Folder 25-35

Employees and facilities, circa 1984-1993

Box 1100

Folder 1-3

Employees and facilities, circa 1984-1993

Box 1100

Folder 4-5

Chicago plant, sites and facilities, circa 1960s-1990s

Box 1100

Folder 6

Old Saybrook, Connecticut plant, 1978

Box 1100

Folder 7

Schick Plant, Lancaster, Pennsylvania, circa 1980s

Box 1100

Folder 8

Printing and engraving tools, circa 1940s-1950s

Box 1100

Folder 9-10

Manufacturing scenes, 1983

Box 1100

Folder 11

Sites and facilities, 1956

Box 1100

Folder 12-14

Facilities and equipment, circa 1950s-1960s

Box 1100

Folder 15-18

Facilities and equipment, circa 1960s-1990s

Box 1100

Folder 19-21

Employees, events, sites, facilities and equipment, 1871-1994

Box 1100

Folder 22

Lakeside Press covers, 1916-1918

Box 1100

Folder 23

"Added Value" and directory production publicity, 1979-1980

Box 1100

Folder 24

Book production publicity, 1979-1980

Box 1100

Folder 25

Unidentified, undated

Box 1101

Item 1: Box of slides, circa 1983

Box 1101

Staged scenes of staff at work

Box 1101

Item 2: Box of slides, circa 1950s-1990s

Box 1101

Staged scenes of staff at work

Box 1101

Chicago plant

Box 1101

Dwight plant

Box 1101

Elgin plant

Box 1101

Label printing study

Box 1101

Willard plant

Box 1101

Item 3: Box of slides, circa 1980s-1990s

Box 1101

"Streamline," equipment, facilities and work processes

Box 1101

Item 4: Box of slides, circa 1980s-1990s

Box 1101

"Streamline," equipment, facilities and work processes

Box 1102

Item 1: Box of slides, circa 1970s-1990s

Box 1102

Becker, Jim

Box 1102

Bercek, Ed

Box 1102

Bickers, Jim

Box 1102

Capstick, John

Box 1102

Chicago Manufacturing Division staff

Box 1102

Doty, Carl

Box 1102

Fletcher, James
Box 1102
Gotzes, Hubert
Box 1102
Hackbert, Don
Box 1102
Komen, Russ
Box 1102
Lebanon and Stayton plants
Box 1102
Smith, Ron
Box 1102
Treadway, J.E.
Box 1102
Uvena, Frank
Box 1102
Item 2: Box of slides, circa 1970s-1990s
Box 1102
125th anniversary luncheons
Box 1102
Albany plant
Box 1102
Annual talks
Box 1102
Calumet Plant and Corporate Headquarters
Box 1102
Company history
Box 1102
Crawfordsville plant
Box 1102
Unidentified slides
Box 1102
Item 3: Box of slides
Box 1102
Customer seminar, circa 1990s
Box 1102
Manufacturing scenes, 1991
Box 1102
Crawfordsville, annual talk, employees, 1993
Box 1102
Facilities and equipment, circa 1960s-1990s
Box 1102
Items 3-5: Three boxes of slides, unidentified, circa 1970s-1990s
Box 1102
Items 6-8: Three boxes of slides, unidentified, circa 1970s-1990s
Box 1103

Folder 1-4

Prairie Avenue homes, undated

Box 1103

Folder 5

Fortune magazine production, circa 1940s-1950s

Box 1103

Folder 6

Magazine production, circa 1940s-1950s

Box 1103

Folder 7

Crawfordsville plant, circa 1930s

Box 1103

Folder 8

Chicago plant, undated

Box 1103

Folder 9

War Industries Board, Pulp and Paper Division, group portrait, circa 1914-1918

Box 1103

Folder 10

Employee anniversary dinner, 1944

Box 1103

Folder 11

Chicago plant, view from Century of Progress grounds, circa 1933- 1934

Box 1104

Folder 1

Company picnics, 1916-1917

Box 1104

Folder 2

Plant tour for Time, Inc. board members, 1947

Box CABINET 2 DRAWER 9

Aerial view of Chicago plant, circa 1960-1962

Subseries 2: Audio Recordings

Box 1105

Items 1-10: Radio broadcast segments, cassette tapes, 1992-1993

Box 1105

Items 11-22: Crawfordsville Division research, oral history interviews, cassette tapes, 1995-1996

Box 1105

Borchelt, H.

Box 1105

Conrad, Greg

Box 1105

Davis, Charlie

Box 1105

Dennis, John

Box 1105

Duncan, Ken

Box 1105

G[...], Jim

Box 1105

Goebel, Jim

Box 1105

Harris, Ted

Box 1105

Hill, Ed

Box 1105

Huntwork, Tip

Box 1105

Matthews, Bob

Box 1105

McDevitt, Ed

Box 1105

McGuire, Grant

Box 1105

Nevitt, Don

Box 1105

Pecaric, John

Box 1105

Poore, Bob

Box 1105

Walden, K.

Box 1105

Wendell, Bob

Box 1105

Wickholm, Pat

Box 1105

Williams, Harry

Box 1105

Ysagi-Diaz, Gloria

Box 1105

Item 23: "Lancaster East Managers' Talks," cassette tape, 1975

Box 1105

Item 24: Charles W. Lake, Lancaster lunch meeting, 1973

Box 1106

Insight/RR Donnelley, "Added Value," three audio tape reels, 1979

Box 1106

Insight/RR Donnelley, "Employee Benefits at Donnelley," audio tape reel, 1981

Box 1106

Insight/RR Donnelley, "The Personal Special Interest Magazine," audio tape reel, circa 1979-1981

Box 1106

Insight/RR Donnelley, "Retired Employees Major Medical," audio tape reel, circa 1979-1981

Box 1106

Insight/RR Donnelley, "Warsaw Digital Press," two audio tape reels, 1981

Box 1106

Insight/RR Donnelley, "Warsaw Story," two audio tape reels, circa 1979-1981

Box 1106

"600-S," four audio tape reels, undated

Box 1106

"JC Penney Plant Dedication, Warsaw, Indiana," two audio tape reels, 1965

Box 1106

Charles W. Lake, Jr., "Managing Our Company," address to Corporate Orientation Group, audio tape reel, 1966

Box 1106

Charles W. Lake, Jr., "Ellens and Clair," three audio tape reels, 1968

Box 1106

"RRD Talk to Executive Council," audio tape reel, 1958

Box 1106

"Welcome to Donnelley," audio tape reel, 1989

Box 1106

"Conveyor Presentation," audio tape reel, undated

Box 1106

Unidentified audio reel tape, undated

Subseries 3: Films

Box 1107

Industrial engineering studies, numbered set of 50 16-millimeter film reels, 1966

Box 1108

Industrial engineering studies and unidentified films, 42 16-millimeter film reels,

Box 1108

1950-1960

Box 1109

Industrial engineering studies and unidentified films, 29 16-millimeter film reels, circa 1955-1965

Box 1110

Industrial engineering studies and unidentified films, 37 16-millimeter film reels, circa 1951-1978

Box 1111

Industrial engineering studies and unidentified films, 32 16-millimeter film reels, circa 1954-1966

Box 1112

Industrial engineering studies and unidentified films, 27 16-millimeter film reels, circa 1951-1977

Box 1113

Industrial engineering studies and unidentified films, 22 16-millimeter film reels, circa 1950s-1970s

Box 1114

Industrial engineering studies and unidentified films, 23 16-millimeter film reels, circa 1950s-1970s

Box 1115

Industrial engineering studies and unidentified films, 24 16-millimeter film reels, circa 1950s-1970s

Box 1116

Industrial engineering studies and unidentified films, 24 16-millimeter film reels, circa 1950s-1970s

Box 1117

Industrial engineering studies and unidentified films, 15 16-millimeter film reels, circa 1950s-1970s

Box 1117

Lakeside Press Employees Association, golf outing, Elmhurst, Illinois, 16- millimeter film reel, 1930

Box 1117

17th annual picnic, Glenwood Park, Illinois, 16-millimeter film reel, 1924

Box 1117

Annual picnic, 16-millimeter film reel, undated

Box 1117

Baseball, 16-millimeter film reel, undated

Box 1117

Gaylord Donnelley retirement, 16-millimeter film reel, undated

Box 1117

Employee strike outside of Calumet Plant, 16-millimeter film reel, undated

Box 1117

Indianapolis Speedway, pit crews in action, 16-millimeter film reel, undated

Box 1117

Bookbinding press conference, Crawfordsville, two 16-millimeter film reels, 1961

Box 1118

Industrial engineering studies and unidentified films, 17 16-millimeter film reels, circa 1950s-1970s

Box 1119

Industrial engineering studies and unidentified films, 6 16-millimeter film reels, circa 1950s-1970s

Box 1119

"Merchant to the Millions," Sears, Roebuck and Company, 16-millimeter film reel, undated

Box 1119

Nicholas Vanderkloot, annual talk, 16-millimeter film reel, 1972

Box 1120

"Elliott's Film," five 16-millimeter film reels, undated

Box 1120

"Craftsmanship and Automation," 3 16-millimeter film reels, 1960-1966

Box 1120

Unidentified 16-millimeter film reel, undated

Box 1121

Industrial engineering studies and unidentified films, 8 16-millimeter film reels, circa 1950s-1970s

Box 1122

"Donnelley: A Tradition of Commitment," 16-millimeter film reel, undated

Box 1122

"Hottest Show on Earth," 16-millimeter film reel, undated

Box 1122

Industrial engineering study, 16-millimeter film reel, circa 1950s-1960s

Box 1123

"Donnelley: A Tradition of Commitment," 4 16-millimeter film reels, undated

Box 1123

"River of Knowledge," 2 16-millimeter film reels, undated

Box 1123

"Craftsmanship and Automation," 16-millimeter film reel, 1960

Box 1123

Industrial engineering study, 16-millimeter film reel, undated

Box 1124

Folder 1

8-millimeter films

- "Kankakee/Rock Island," telephone directory distribution, three reels, undated
- Exhibition of Declaration of independence, one reel, undated
- 2 unidentified reels, undated

Box 1124

Folder 2

Canister labels, undated

Box 1124

Folder 3

Unidentified 16-millimeter filmstrip segment, undated

Box 1125

Industrial engineering studies, 16-millimeter filmstrip fragments, circa 1950s-1970s

Box ARTIFACT CABINET

"Man's Material Welfare," 16-millimeter film reel, undated

Box ARTIFACT CABINET

"The Price of Freedom," 16-millimeter film reel, undated

Box ARTIFACT CABINET

"We Used to Call it Printing," 16-millimeter film reel, undated

Box ARTIFACT CABINET

"A New Look at Craftsmanship and Automation," 16-millimeter film reel, undated

Box ARTIFACT CABINET

"Productivity, Key to Plenty," 16-millimeter film reel, undated

Box ARTIFACT CABINET

Industrial engineering studies and unidentified films, 24 16-millimeter film reels, undated

Box ARTIFACT CABINET

Canister and shipping box, undated

Subseries 4: Video Recordings

Box 1126

Annual report, videocassette, circa 1994-1995

Box 1126

Annual report, master videocassette, circa 1994-1995

Box 1126

Annual report, Crawfordsville, two videocassettes, circa 1994-1995

Box 1126

Annual report, executive speeches, interviews and events, eleven videocassettes, circa 1994-1995

Box 1126

Annual report, Lancaster, videocassette, 1994-1995

Box 1126

Annual report, "Power Base," Willowbrook, videocassette, 1994

Box 1126

Annual report, San Juan del Rio, Mexico, three videocassettes, circa 1994-1995

Box 1127

Annual report, Warsaw, videocassette, circa 1994-1995

Box 1127

Conferences and presentations, annual meetings of shareholders, five videocassettes, 1992-1994

Box 1127

Conferences and presentations, Managers' Talks, twelve videocassettes, 1991

Box 1127

Conferences and presentations, quarterly report presentation, videocassette, 1995

Box 1127

Conferences and presentations, Supervisors' Roundtables, two videocassettes, 1989

Box 1128

Conferences and presentations, Supervisors' Roundtables, videocassette, 1989

Box 1128

Conferences and presentations, Bill Davis, presentation on diversity, videocassette, undated

Box 1128

Conferences and presentations, John R. Walter, two videocassettes, undated

Box 1128

Conferences and presentations, John R. Walter, University of Southern California Business School, 1993

Box 1128

Conferences and presentations, Leadership, Rolls #1-11, eleven videocassettes, circa 1994

Box 1129

Conferences and presentations, Leadership, Rolls #12 and 14-18, six videocassettes, circa 1994

Box 1129

Conferences and presentations, Conferences and presentations, Leadership

Box 1129

Conferences and presentations, James Donnelley, two videocassettes, undated

Box 1129

Conferences and presentations, six videocassettes, 1994

Box 1129

Human resources, "This is Donnelley," six videocassettes, circa 1990-1994

Box 1129

Human resources, "Welcome to Donnelley," company history and orientation, two videocassettes, undated

Box 1130

Human resources, "Welcome to Donnelley," company history and orientation, seven videocassettes, circa 1989-1991

Box 1130

Human resources, "Welcome to Donnelley" and "This is Donnelley," company history and orientation, videocassette, 1990

Box 1130

Human resources, Company history, videocassette, undated

Box 1130

Human resources, Employee orientation, videocassette, 1989

Box 1130

Human resources, "High Employee Involvement," three videocassettes, 1993

Box 1131

Human resources, "High Employee Involvement," two video tape reels, 1993

Box 1131

Human resources, Employee benefits, six videocassettes, 1990-1994

Box 1131

Human resources, "Employee Voices," videocassette, 1994

Box 1131

Human resources, "High Performance Systems, A Way of Doing Business," videocassette, undated

Box 1131

Human resources, "People, The RR Donnelley Difference," two videocassettes, undated

Box 1131

Human resources, "Work as a Process," videocassette, undated

Box 1131

Human resources, "Working in Teams," videocassette, undated

Box 1131

Human resources, "The Big Game," women's softball team, 1995

Box 1131

Television broadcast segments, three videocassettes, 1990-1993

Box 1132

Television broadcast segments, nine videocassettes, 1988-1996

Box 1132

Television broadcast segments, manager interviews, five videocassettes, 1990- 1996

Box 1132

Television broadcast segments, Sears catalog, two videocassettes, 1993

Box 1133

Television broadcast segments, "Clarification of RR Donnelley Story," videocassette, 1993

Box 1133

Television broadcast segments, "Company Layoff," videocassette, 1996

Box 1133

Television broadcast segments, "Financial Printing," videocassette, 1998

Box 1133

Television broadcast segments, "Fire at RR Donnelley Plant in Elgin," videocassette, 1993

Box 1133

Television broadcast segments, "Groundbreaking, Greenville," videocassette, 1994

Box 1133

Television broadcast segments, "Haddon Craftsman Plant," videocassette, 1996

Box 1133

Television broadcast segments, "In Their Name," videocassette, 1995

Box 1133

Television broadcast segments, "Lakeside Press," videocassette, 1993

Box 1133

Television broadcast segments, Madonna's Sex, two videocassettes, 1992

Box 1133

Television broadcast segments, "Online Marketing," videocassette, 1996

Box 1133

Television broadcast segments, "RR Donnelley Denial of Story - Moving from the City," videocassette, 1992

Box 1133

Television broadcast segments, "RR Donnelley Fire," 1993

Box 1133

Television broadcast segments, "Top 100 Companies," two videocassettes, 1993

Box 1134

Television broadcast segments, "America in Black and White," videocassette, 1997

Box 1134

Television broadcast segments, "AT&T New COO," videocassette, 1996

Box 1134

Television broadcast segments, "Metromail," videocassette, undated

Box 1134

Television broadcast segments, "Prisoner Workers," videocassette, 1997

Box 1134

Television broadcast segments, "RR Donnelley Plant," videocassette, undated

Box 1134

Television broadcast segments, "The Texaco Tapes," videocassette, 1997

Box 1134

Video wall, Reels 1-2, Calumet Street Plant, Chicago, two videocassettes, circa 1993

Box 1134

Video wall, Reel 3, Radio Shack store, Chicago, videocassette, circa 1993

Box 1134

Video wall, Reels 4-5, Mobium advertising, Chicago, two videocassettes, circa 1993

Box 1134

Video wall, Reel 9, table top product shoot, videocassette, circa 1993

Box 1134

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Box 1137

"Choices: Medical Benefits," edited masters, two videocassettes, undated

Box 1137

"Corporate Headquarters," edited master, video tape reel, 1992

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"Corporate Identity Standards Manual," edited master, videocassette, undated

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Box 1137

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Box 1137

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Box 1138

"Advanced Technologies for New Communication Services," Dr. Gottfried W. R. Luderer, Technical Center, videocassette, undated

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"Book Group," three videocassettes, 1991

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"Corporate Headquarters," videocassette, 1992

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"Right Here in Boston," RR Donnelley Financial Group, videocassette, undated

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"Short Run Four Color Solution," videocassette, 1997

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Item 2: S.W. McMaster, Sixty Years on the Upper Mississippi: My Life and Experience, 1893

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Item 6: Bindery mechanical drawings, circa 1980

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Items 1-10: Mechanical drawings, circa 1980-1982

Subseries 6: Computer Disks and CD-ROMs

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Charles W. Lake, retirement, floppy disk, 1990

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Folder 2

Corporate presentations, floppy disks, circa 1994-1999

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Comprint, floppy disks, 1994

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"Technology + Global Expansion = Profitable Growth," CD-ROMs, circa 1990s

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Folder 7

RRD Direct Marketing, "Feature Presentation Series," CD-ROMs, 2000

Subseries 7: Multimedia Presentations

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Folder 1

Crawfordsville Documentation Division slides, charts, transparencies and digital presentation printouts, 1993

- Item 1: Digital Division Sales Guide, manual and floppy disks, circa 1995
- Item 2: Human Resources Conference, speech texts, directory and videocassettes, 1994
- Item 3: Human Resources Conference, speech texts, directory and videocassettes, 1994
- Item 4: Leadership Conference, manual, videocassette and CD-ROMs, 1994

Box 1152

Item 1: "Transforming Information into Opportunities," marketing campaign brochure and CD-ROM, 1993

Box 1152

Item 2: "Transforming Information into Opportunities," marketing campaign texts, advertising samples and videocassette, 1993

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Items 1-2: "Work and Progress," video presentation kits, 1996

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Items 1-2: "Work and Progress," video presentation kits, 1996

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Items 1-4: "Work and Progress," video presentation kits, 1998

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Box 1159

"Work and Progress," video presentation kit, circa 1996-1999

Box 1160

"Work and Progress," video presentation kit, circa 1996-1999

Series XX: Artifacts, Artwork and Memorabilia

This series contains a variety of items collected for their value as visual or physical documents, as well as material commemorating special achievements and events.

This series is divided into 7 subseries. Subseries 1 and 2 are collections of material relating to particular individuals or events; the remaining subseries are distinguished by the format or function of the items they contain.

Subseries 1: C. Prentiss Smith Collection, consists of material produced or collected by one of RR Donnelley's most prolific designers. Smith's collection includes samples, designs and specifications for products that he designed: well-represented are his designs for employee service anniversary memorabilia; religious publications, and book bindings. This subseries also contains selections of broadsides, catalogs, periodicals, illustrations, pamphlets, and other printed items from a variety of sources: These were collected by Smith for study and reference. Files in this subseries falls into four broad areas: Files relating to RR Donnelley's in-house and promotional products; files on customer jobs; files of design and printing samples collected for study and reference; and artwork such as sketches and paintings. Files in this subseries are organized by size, then by the four main categories above. Material in this subseries spans the 1920s-1970s.

Subseries 2: World War II Collection, spans the years 1941-1948. The bulk of the collection consists of newsletters produced by RR Donnelley employees for co-workers serving in the war. Individual issues of the newsletters are filed alphabetically by title; clippings and bound compilations of various titles are also included. This subseries also contains memorabilia documenting RR Donnelley's policies and activities during World War II: this material includes policy statements, photographs, pamphlets, and mailings.

Subseries 3: Stationery and Office Forms, contains samples of paper supplies used at RR Donnelley and affiliated organizations between the 1870s-1990s. This subseries includes items such as letterhead, envelopes, note paper, folders, notices, cards, and financial forms.

Also included are inventory cards; a small number of samples of stationery used by other organizations; a research file on the development of in-house paper supplies; and files on supply production and ordering, including proofs and design layouts by C. Prentiss Smith. This subseries is organized alphabetically by administrative unit or product type.

Subseries 4: Paintings, Drawings and Art Prints, contains artworks from the late nineteenth century through the 1970s. Many of these items served decorative purposes, while others were used for research, or produced as part of printing operations. Most of the lithographs and other art prints were not produced by RR Donnelley. This subseries contains a rubbing of the Trajan Column inscription made by Father Edward Catich. It also includes a portfolio of photographs by Torkel Korling, drawings of architectural features, artworks interpreting the RR Donnelley Indian head logo, and designs for exhibitions and conference booths. Material in this subseries is organized by size.

Subseries 5: Memorabilia, Promotional and Decorative Items, contains a wide variety of items from the late nineteenth century through the 1990s. Memorabilia in this subseries includes personal items, such as honorary certificates, plaques and memorial displays. Also included are company memorabilia such as trophies and banners, which commemorate company anniversaries, awards and other achievements. Promotional pieces in this subseries are examples of items given to staff, clients and consumers; such items include paperweights, desk ornaments, toys and coffee mugs. Decorative items consist mainly of pieces used as office décor, including a brass spittoon, desk ornaments, and framed items with inspirational or humorous messages. Material in this subseries is organized by size.

Subseries 6: Architectural Artifacts, contains items from the company's Calumet Avenue plant, including large, decorative windows that were once installed in the building's Memorial Library; wooden blocks used in floor construction; a finial and a sprinkler head. Also included are bricks, signage components, and other fragmentary items from several company buildings. Most of these items are undated, but were produced in the early- to mid-twentieth century. This subseries is organized by size.

Subseries 7: Equipment and Printing Artifacts, contains a wide variety of operational equipment, tools, and samples of printing technology output. Most of these items are undated, but were produced or used at the company in the twentieth century. Included are type pieces, typesetting tools, fragments of printing presses and other machinery, printing plates and blocks, signs, and office equipment. This series also includes product samples of an artifactual nature, such as games, puzzles and kits. Samples of printing technology output include paper samples, proof sheets and portfolios; much of this material is not attributed to RR Donnelley. This subseries is organized by size.

Artifacts, artwork and memorabilia are also found in Series XII.

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Design samples, slides, undated

Box 1161

Employee badge samples and molds, undated

Box 1162

Employee badge samples and molds, undated

Box 1163

Employee service anniversary name strips, undated

Box 1163

Book blocks, blank, undated

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RR Donnelley, Century of Progress pamphlet, 1933

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Folder 2

RR Donnelley, employee service anniversary certificates, 1944

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Folder 3

RR Donnelley, employee service anniversary dinner invitations, circa 1940s

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Folder 4

RR Donnelley, employee service anniversary pin and emblem, artwork, order forms and correspondence, 1952-1953

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RR Donnelley, guide badges, shipping forms, 1954

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RR Donnelley, holiday cards, circa 1930s-1970s

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RR Donnelley, Lakeside Press, binding samples, undated

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RR Donnelley, Lakeside Press, edition of Moby Dick, proofs, undated

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RR Donnelley, Lakeside Press Employees Association, memorials, circa 1940s

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RR Donnelley, Lakeside Press Galleries, photographs, undated

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RR Donnelley, food service signs, undated

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RR Donnelley, retirement tribute for Charles C. Haffner, Jr., 1964

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RR Donnelley, safety signs, 1938-circa 1940s

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RR Donnelley, type coordination and control, instructions, specifications and memoranda, 1951-1967

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Customer jobs, Joseph Kuhn and Company, Abraham Lincoln: A Vast Future, layout designs and correspondence, 1946

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Folder 17

Customer jobs, Joseph Kuhn and Company, clipping, 1946

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Customer jobs, L.M. Berry and Company, correspondence, 1964

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Customer jobs, United States Gypsum Company, "Let's Be Sensible about Post-War Building," residential building forecast, 1944

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Customer jobs, Westminster Press, fellowship kits, proofs and specifications, 1958-1959

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Customer jobs, Westminster Press, Opening Doors, cover design, circa 1960

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Customer jobs, Westminster Press, Teaching Plan for 3's, proofs and correspondence, 1961-1962

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Customer jobs, Westminster Press, Uniform Series, proofs and layout design, 1949

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Folder 24

Printing and design samples, bindings, Our Foods, Our Clothes, Our Homes, undated

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Printing and design samples, broadsides, undated

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Folder 26

Printing and design samples, business cards, Encyclopaedia Britannica, Inc., undated

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Folder 27

Printing and design samples, magazines, 1933-1940

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Folder 28

Printing and design samples, page proofs, circa 1940s

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Printing and design samples, pamphlets, circa 1930s-1950s

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Artwork, Lyle Justis, undated

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Artwork, Theodore W. Koch, undated

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Artwork, "Skol!" undated

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Artwork, undated

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Folder 1

RR Donnelley, advertisements, proofs, undated

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Folder 2

RR Donnelley, "Aldus Manutius to his Friend Navagerus," broadside, undated

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RR Donnelley, The Apprentice Printer: A Yearbook by the Apprentices of the Lakeside Press, proofs, 1930

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Folder 4-5

RR Donnelley, Christmas cards, layout designs and artwork circa 1950s-1960s

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Folder 6

RR Donnelley, Christmas card, Gaylord and Dorothy Donnelley, layout designs, proofs and mold, 1965

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RR Donnelley, Christmas card, Gaylord and Dorothy Donnelley, proofs, artwork and layout designs, undated

Box 1165

Folder 8

RR Donnelley, Christmas greeting, Ruth and Walter Howe, broadside, 1961

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Folder 9

RR Donnelley, "Color Reproduction at Donnelley's," pamphlet, circa 1950s

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Folder 10

RR Donnelley, emblem and plaque, photographs, undated

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RR Donnelley, "Have You a Bookbinding Problem?" pamphlet, 1948

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RR Donnelley, "Jacob Wrestled with an Angel," pamphlets, 1949

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Folder 13

RR Donnelley, labels for job samples, undated

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RR Donnelley, Lakeside Classics, layout designs and photographs, 1972-1973

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RR Donnelley, "Lakeside Geographic Society" certificates, 1945

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Folder 16

RR Donnelley, Lakeside Press, mailing envelope, undated

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RR Donnelley, "The Lakeside Press," pamphlet, artwork, 1939

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Folder 18

RR Donnelley, liquor rules notice, proofs and layout designs, 1958

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RR Donnelley, management presentation, artwork, undated

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Folder 5

RR Donnelley, office forms, proofs, undated

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RR Donnelley, Pennsylvania Charter portfolio, 1966

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Folder 7

RR Donnelley, printer's points tool, design, 1956

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Folder 8

RR Donnelley, typographic design, Stephens Biondi DeCicco, Inc., undated

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RR Donnelley, typographic samples, proofs, undated

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RR Donnelley, "You and Your Company," proof, 1942

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RR Donnelley, typographic samples, proofs, undated

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Folder 10

RR Donnelley, "You and Your Company," proof, 1942

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Folder 11

Customer jobs, American Sunday School Union, proofs, 1962-1963

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Customer jobs, Christian Educator, proofs and layout designs, 1962

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Folder 13

Customer jobs, Crossroads, proofs and layout designs, circa 1962

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Customer jobs, Encyclopaedia Britannica, binding design samples, undated

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Folder 16

Customer jobs, Encyclopaedia Britannica Book of the Year, proofs, 1945

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Folder 17

Customer jobs, E.P. Compton, 50th anniversary baseball contest, copper plate, 1944

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Folder 18

Customer jobs, Friends of the Oscar Hillel Plotkin Library, proofs, layout designs and binding designs, 1952

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Folder 19

Customer jobs, Greyhound, advertising proof and artwork, circa 1940s

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Folder 20

Customer jobs, Life, dummy issue, 1936

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Folder 1

Customer jobs, Printing Industry of America, Book of Recognition, proofs and binding samples, 1956

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Customer jobs, Turner, Justin G., "A Leaf from the Lincoln & Herndon 'Commonplace Notebook'," portfolio, proofs and layout designs, 1966-1967

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Folder 3-4

Customer jobs, United Presbyterian Church, proofs, 1968

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Folder 5

Customer jobs, Washington National Insurance Company, proofs and layout designs, undated

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Folder 6

Customer jobs, Westminster Press, proofs and correspondence, circa 1960s

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Folder 7

Customer jobs, Westminster Press, Church-School Series, cover designs, circa 1960s

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Folder 8

Customer jobs, Westminster Press, A New Child in the Family, proofs and correspondence, 1964

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Folder 9

Customer jobs, Westminster Press, retirement book, John Ribble, proofs, 1972

Box 1167

Folder 10

Customer jobs, Westminster Press, Service for the Lord's Day and Lectionary for the Christian Year, proofs and layout designs, undated

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Folder 11

Customer jobs, Westminster Press, Uniform Series, cover designs, circa 1960s

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Folder 1-5

Customer jobs, Westminster Press, Westminster Study Bible, proofs, layout designs, production estimates and correspondence, 1944

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Folder 6

Customer jobs, Westminster Press, Youth Fellowship Kit, cover designs, circa 1960s

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Printing and design samples, broadsides, circa 1930s-1960s

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Folder 9

Printing and design samples, broadsides, Joseph Conrad, "The Honour of Labour," undated

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Printing and design samples, calligraphy, Father Edward M. Catich, undated

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Folder 11

Printing and design samples, catalog, Wiedenmiller Brothers, 1939

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Printing and design samples, certificates, circa 1930s-1960s

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Folder 1

Printing and design samples, greeting cards and invitations, proofs, undated

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Printing and design samples, illustrations, undated

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Printing and design samples, page proofs, undated

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Printing and design samples, pamphlet, E.P. Compton, 1946

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Printing and design samples, pamphlet, Government of Ontario, "Ontario 66," 1965

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Printing and design samples, pamphlet, Life, "Engravings for Life," 1948

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Printing and design samples, pamphlets, Spaulding-Gorham, circa 1935-1938

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Folder 8-9

Printing and design samples, periodicals, 1933-1971

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Folder 10

Printing and design samples, photograph, undated

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Folder 11

Printing and design samples, portfolio, Chicago, Burlington and Quincy Railroad, tour of Queen Marie of Roumania, 1926

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Folder 12

Printing and design samples, portfolio, "A Reproduction of the Portrait of Eugene Davenport," circa 1932

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Folder 13

Printing and design samples, proclamation, Council of State Governments, 1937

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Printing and design samples, program, Century of Progress, "Previews of Industrial Progress in the Next Century," General Motors, proofs, 1934

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Printing and design samples, program, Century of Progress, "Fashions of the Hour: The Store and a Century of Progress," Marshall Field and Company, 1934

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Folder 16

Printing and design samples, prospectus, Akademische Druck- u. Verlagsanstalt, circa 1960s

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Printing and design samples, prospectus, Committee to Rescue Italian Art, Inc., circa 1960s

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Folder 2

Printing and design samples, prospectus, Coverdale Press, Pictorial Census of the Gutenberg Bible, circa 1960

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Folder 3

Printing and design samples, prospectus, Pageant Books, "The Gutenberg Bible," 1960

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Folder 4

Printing and design samples, typeface samples, undated

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Folder 5

Printing and design samples, typeface samples, Josarah Enterprise, 1951-1953

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Folder 6

Artwork, H.B. Colby, sketch, undated

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RR Donnelley, apprentice graduations, invitations, 1949-1951

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RR Donnelley, "Color Reproduction at Donnelley's," pamphlet, 1950s

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RR Donnelley, "Donnelley Hall: A Memorial to Naomi Shenstone Donnelley," proofs, 1948

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RR Donnelley, employee service anniversary dinner, stage designs and photographs, 1955

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Folder 5

RR Donnelley, employee service anniversary plaque, designs, 1962

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Folder 6

RR Donnelley, "Kitchen USA," pamphlets, circa 1950s

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RR Donnelley, "The Lakeside Classics," broadside, undated

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Folder 8

RR Donnelley, Lakeside Classics, certificates, 1975

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Folder 9

RR Donnelley, Lakeside Press Galleries, invitations, 1939-1947

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Folder 10

RR Donnelley, spacing references, charts, samples and proofs, undated

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Book illustrations, proofs

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Folder 5

Last sheet printed at Plymouth Court plant, 1929

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Folder 6

Lakeside Classics, Crest of the Continent illustrations, proofs, 1958

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Folder 7

John F. Cuneo and Company, announcement

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Folder 8

Noticias de la Provincia de Californias, facsimile, proofs

Box 1271

"A Celebration of Print," posters, circa 1987

Box 1272

RR Donnelley, Apollo 11 moon landing, poster, 1969

Box 1273

Laura Ashley catalog, proof sheets, 1983

Box 1274

Standard Oil Company, Span, proof sheets, 1962

Box 1275

Aramco World Magazine, proof sheets, 1983

Box 1276

Aramco World Magazine, proof sheets, 1983

Box 1277

Chicago Bulls poster, proof sheet, 1991

Box 1278

Proof sheets

Box 1279

Proof sheets

Box 1280

Proof sheets

Box 1281

Proof sheets

Box 1282

Proof sheets

Box 1283

Proof sheets

Box 1284

People magazine, Nyloprint plate

Box 1284

Gravure cylinder plates

Box 1285

Microscope

Box 1286

Cylinder strength testing instrument

Box 1287

Set type

Box 1287

Typesetting tray

Box ITEM 3

Cast iron scale

Box ITEM 4

Gravure cylinder

Box CABINET 1 DRAWER 6

Folder 1

Thompson's, restaurant advertisements, circa 1935

- Camel cigarette packaging, proof sheets, undated