

Yale University Library
Beinecke Rare Book and Manuscript Library

Guide to the Meriden Gravure Company Records

GEN MSS 606



by Andrea Benefiel, Ellen Doon, and Emma Gronbeck

April 2008, revised March 2022

P. O. Box 208330
New Haven, CT 06520-8330
(203) 432-2977
beinecke.library@yale.edu
<http://beinecke.library.yale.edu/>

Table of Contents

Collection Overview	3
Requesting Instructions	3
Administrative Information	3
Immediate Source of Acquisition	3
Custodial History	4
Conditions Governing Access	4
Conditions Governing Access	4
Conditions Governing Use	4
Preferred Citation	4
Processing Information	4
Meriden Gravure Company	4
Scope and Contents	5
Arrangement	6
Collection Contents	7
Series I: Office Files, circa 1933-1984	7
Series II: Correspondence, 1900-1959	8
General Correspondence, 1900-1957	8
Named Correspondent Files, circa 1933-1959	8
Series III: Correspondence, 1960-1981	12
Scientific Correspondence, 1960-1962	12
New York Correspondence, 1960-1981	12
Other Correspondence, 1960-1977	12
Series IV: Orders, circa 1940-1985	15
Order Index, circa 1940-1985	15
Order Forms, 1941-1975	15
Series V: Estimates, circa 1930-1977	17
Estimators' Worksheets: Alphabetical, 1930-1967	17
Estimators' Worksheets: Chronological, 1930-1955	17
Other Estimates, 1933-1977	18
Series VI: Recapitulation Forms, 1937-1957, undated	19
Series VII: Financial and Business Records, 1895-1977	21
Series VIII: Printed Material, 1907-1974	22
Proofs, 1967-1974, undated	22
Silver Catalogs, 1907-1941	23
Post Cards, undated	23
Miscellaneous Printed Material, 1947-1948, undated	23
Series IX: Meriden-Stinehour, Inc. Records, 1974-1990, undated	25
Series X: June 2013 Acquisition, 1888-1986	26
Selected Search Terms	29

Collection Overview

REPOSITORY: Beinecke Rare Book and Manuscript Library
P. O. Box 208330
New Haven, CT 06520-8330
(203) 432-2977
beinecke.library@yale.edu
<http://beinecke.library.yale.edu/>

CALL NUMBER: GEN MSS 606

CREATOR: Meriden Gravure Company

TITLE: Meriden Gravure Company records

DATES: 1888-1990

BULK DATES: 1900-1977

PHYSICAL DESCRIPTION: 403.5 linear feet (374 boxes) + 1 broadside, 1 art

LANGUAGE: English

SUMMARY: The records consist of correspondence, office files, estimates, orders, cost recapitulation forms, proofs, and other material documenting the work of the Meriden Gravure Company, a printing company that rose to prominence in the early twentieth century through specialization in high-fidelity image reproduction.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/beinecke.mergravure>

Requesting Instructions

To request items from this collection for use in the Beinecke Library reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/beinecke.mergravure>.

To order reproductions from this collection, please send an email with the call number, box number(s), and folder number(s) to beinecke.images@yale.edu.

Key to the container abbreviations used in the PDF finding aid:

b. box

Administrative Information

Immediate Source of Acquisition

Gift of Meriden-Stinehour Press, 1981-1989, and Stinehour Press, 2006; five additional boxes transferred from Arts of the Book Collection, 2005-2006.

June 2013 Acquisition: gift of Dartmouth College, 2013.

Custodial History

The June 2013 Acquisition consists of materials separated from the Stinehour Press records after their acquisition by Dartmouth College.

Conditions Governing Access

The materials are open for research.

Conditions Governing Access

The materials are open for research.

Boxes 366-372 (personnel records): Restricted until 2055. For further information, consult the appropriate curator.

Box 374 (computer media): Restricted fragile material. Reference copies of electronic files may be requested. Consult Access Services for further information.

Conditions Governing Use

The Meriden Gravure Company Records is the physical property of the Beinecke Rare Book and Manuscript Library, Yale University. Literary rights, including copyright, belong to the authors or their legal heirs and assigns. For further information, consult the appropriate curator.

Preferred Citation

Meriden Gravure Company Records. General Collection, Beinecke Rare Book and Manuscript Library, Yale University.

Processing Information

The records remain largely in their original order as received from the Meriden Gravure Company, although some shifting was done to arrange material that was out of sequence within series. A number of large-format proof sets for books printed by Meriden Gravure and duplicate copies of a sample postcard prospectus were removed from the collection during processing and discarded. Published books were removed for separate cataloging or discard.

Meriden Gravure Company

The Meriden Gravure Company was founded in Meriden, Connecticut, in 1888 by Charles Parker and James F. Allen, and grew out of an earlier printing endeavor by Parker.

Driven by the needs of the local silver industry, the company developed an early expertise in high quality image reproduction. It perfected the use of the full-tone collotype printing method, and soon attracted business from other clients who required highly detailed image reproduction, including scientific journals, museums, libraries, and publishers of illustrated books. By the mid-twentieth century, the company was also using offset printing presses, for which it pioneered the use of the fine screened 300-line halftone process for art reproduction and scholarly facsimiles. Both reproduction methods were in use through 1967, when the collotype presses were retired. The company first offered color printing in the 1940s. Through careful quality control, including an insistence on photographing directly from the item to be reproduced

and using high quality paper, Meriden Gravure achieved a reputation of consistent excellence in printed illustration.

In addition to an extensive list of academic and museum clients, Meriden Gravure enjoyed steady business from the commercial sphere. The General Electric Company was one of its biggest accounts, as was the United States government (the company earned classified status during World War II).

A driving force behind Meriden Gravure's success from the late 1920s on was E. Harold Hugo (1910-1985), who devoted his entire career to the company. After assisting at age fourteen with experiments to improve the collotype process, he remained dedicated to constant improvements in the quality of reproduction. His passion for fine presswork was additionally enhanced by the influence of printer Gregg Anderson, who worked at the company from 1932 to 1935. Hugo was, by all accounts, an inspired company director and its most energetic salesman. While he never finished college, his expertise and advocacy of fine printing earned him numerous honorary degrees, including an M.A. from Yale in 1963.

The Meriden Gravure Company had a natural counterpart in the Stinehour Press of Lunenburg, Vermont, which was devoted to high quality letterpress printing. The two companies were closely related and often collaborated; Hugo had been on Stinehour's Board of Directors since it was founded in the 1950s. Anticipating Hugo's retirement, the companies merged in 1977. Meriden-Stinehour Press maintained operations in both locations through 1989, when it closed the Meriden operation and moved the presses to Vermont.

Administrative Timeline:

1888 Meriden Gravure Company founded, Meriden, Connecticut

1890 James F. Allen begins as President

1924 Everett Harold Hugo begins work at MGC while in high school

1928 James F. Allen dies; his son Parker Allen becomes President; Hugo drops out of Northeastern University to help run the company

1942-1945 Parker Allen serves in armed forces; Hugo becomes Manager

1943 Hugo becomes Vice President

1962 Hugo becomes President

1975 John Peckham becomes President; Hugo becomes Vice Chairman

1977 MGC merges with Stinehour Press, becoming Meriden-Stinehour Press. Hugo is Chair of the Board

1989 Meriden facility is closed, all operations move to Lunenburg, Vermont

The following works were consulted in preparing this summary:

Peckham, John F. *Adventures in printing : a talk on the career of Harold Hugo given at the Club of Odd Volumes*. Lunenburg, VT : Stinehour Press, [1995?].

Walker, Gay, *Harold Hugo & the Meriden Gravure Company*. Wilsonville, Or. : G. Walker, 1995.

Scope and Contents

The Records consist of correspondence, office files, estimates, orders, cost recapitulation forms, proofs, and other material documenting the operation of the Meriden Gravure Company, a commercial printing company that rose to prominence in the early twentieth century through specialization in high-fidelity image reproduction. The records span the dates 1895 to 1990, with the bulk of the material falling between 1900 and 1977.

The records document the work of the company, including its history, internal culture, relationships with clients, and the business of printing. Correspondence between the printing plant in Meriden and the company's New York office documents the internal workings of the company. Correspondence with clients documents specific printing projects, as well as the company's attention to customer's needs. Correspondence can be found throughout the first three series, Office Files, Correspondence, 1900-1959 (arranged largely alphabetically) and Correspondence, 1960-1981 (arranged chronologically), and in Series V. Estimates. Specific print jobs can also be tracked using an order index located in Series V. Orders; the company used an order numbering system that appears to correspond between Series V. Orders, Series VI. Estimates, and Series VII. Recapitulation Forms.

The collection contains numerous examples of the company's work, mostly in proof form, and to some extent documents the technical processes that made it such a success. Of particular interest is a volume of typescript and hand-drawn instructions titled "Collotype Printing" by Arthur Sias, found in Series VII. Financial and Business Records. A run of "Office Records," also in Series VII, is a detailed record of the daily operation of the printing presses from 1895 to 1922.

Examples of the company's detailed reproductions exist chiefly in the Printed Material series, which contains finished samples as well as proofs. Earlier examples such as silver catalogs and postcards exhibit the detail achieved through the collotype process, while later work, such as proofs for Leonard Baskin's illustrations for the *Divine Comedy*, showcase the company's offset work. Proofs can also be found on the verso of interoffice correspondence.

The records also document the career of E. Harold Hugo, whose personal office files, within the Office Files series, include papers relating to his sales trips for the company, but also files related to his involvement with Old Sturbridge Village and other outside concerns. Hugo's files also include examples of printed matter collected from a number of other presses.

Arrangement

The records are organized into ten series: I. Office Files. II. Correspondence, 1900-1959. III. Correspondence, 1960-1981. IV. Orders. V. Estimates. VI. Recapitulation Forms. VII. Financial and Business Records. VIII. Printed Materials. IX. Meriden-Stinehour, Inc. Records. X. June 2013 Acquisition, 1888-1986.

Collection Contents

Series I: Office Files, circa 1933-1984

8 linear feet (8 boxes)

Series I. Office Files documents the operations of the company between about 1933 and 1984. The files include both internal company correspondence and client correspondence, and reflect the activities of various company personnel as well as the Committee to Honor Harold Hugo (circa 1975 to 1980).

Series I. Office Files is arranged in alphabetical order by folder title.

b. 1	Academic Contracts - Atkinson, B. P. correspondence and orders, 1936-1939	circa 1933-1984
b. 2	Atkinson, B. P., correspondence and orders, 1940-1945	1940-1945
b. 3	Atkinson, B. P., correspondence and orders, 1945 - Barnett, James, 1964	circa 1933-1984
b. 4	Borger, S. A., 1938 - Hugo, E. H. correspondence	circa 1933-1984
b. 5	Hugo, E. H. correspondence	circa 1933-1984
b. 6	Hugo, E. H. correspondence - Hugo, E. H. Old Sturbridge Village	circa 1933-1984
b. 7	Hugo, E. H. Old Sturbridge Village - Hugo, E. H. miscellaneous	circa 1933-1984
b. 8	Hugo, E. H. miscellaneous - Vacation Notices	circa 1933-1984

Series II: Correspondence, 1900-1959*115.75 linear feet (91 boxes)*

Series II. Correspondence, 1900-1959 contains general correspondence of the Meriden Gravure Company, including inter-office correspondence and client correspondence. Within General Correspondence, New York Correspondence is comprised of memoranda exchanged between Meriden Gravure Company offices in Meriden, Connecticut and New York City. Correspondence continues in Series III., reflecting a change in the company's filing system in 1960.

Series II. is organized into two subseries: General Correspondence and Named Correspondent Files.

	General Correspondence	1900-1957
	General Correspondence is arranged chronologically.	
b. 9	Bound Correspondence	1900-1904
b. 10	New York Correspondence	1932-1934
b. 11	General Correspondence	1933-1947
b. 12	General Correspondence	1949-1957
	Named Correspondent Files	circa 1933-1959
	Named Correspondent Files are arranged in alphabetical order by correspondent or client.	
b. 13	A. B. See Elevator Company - Allis Chalmers Manufacturing	circa 1933-1959
b. 14	Aluminum Company of America - American Midland Naturalist	circa 1933-1959
b. 15	American Museum of Natural History - American Printer	circa 1933-1959
b. 16	American School of Classical Studies - Ansco	circa 1933-1959
b. 17	Anthoensen Press - Appleton-Century-Crofts	circa 1933-1959
b. 18	Archaeology Institute of America - Artistic Picture Pub. Co.	circa 1933-1959
b. 19	Artistic Picture Publishing - Baker Raulang Company	circa 1933-1959
b. 20	Baldwin, Shaman - Bernard Picture Company	circa 1933-1959
b. 21	Bernice P. Bishop Museum - Boston National Historic Sites Commission	circa 1933-1959
b. 22	Boston Public Library - Bulkley-Danton	circa 1933-1959
b. 23	The Bullard Co. - Carnegie Institute of Technology	circa 1933-1959
b. 24	Carnegie Institution of Washington	1932-1954
b. 25	Carnegie Institution of Washington, 1955 - Charles Scribner's Sons	circa 1933-1959
b. 26	Charles T. Branford Company, Publishers - Columbia Broadcasting System	circa 1933-1959
b. 27	Columbia University	1932-1942
b. 28	Columbia University, 1943 - Columbiad Club, 1938	circa 1933-1959

Named Correspondent Files (continued)

b. 29	Columbiad Club, 1939 - Cret, Paul Phillippe	circa 1933-1959
b. 30	Crimson Printing Company - Miscellaneous "C"	circa 1933-1959
b. 31	D'Amour Foundations, Inc. - Derrydale Press, 1934	circa 1933-1959
b. 32	Derrydale Press, 1935 - Dietz Press	circa 1933-1959
b. 33	The Dobeckman Company - E. L. Hildreth Company	circa 1933-1959
b. 34	E. P. Dutton & Co. - Miscellaneous "E"	circa 1933-1959
b. 35	F. A. Bassette Company, Printers - Franklin Institute	circa 1933-1959
b. 36	Franklin Publications, Inc. - Gemsco, Inc.	circa 1933-1959
b. 37	General Electric	1934-1944
b. 38	General Electric	1946-1947
b. 39	General Electric	1947-1948
b. 40	General Electric	1949-1952
b. 41	General Electric	1952-1955
b. 42	General Electric, 1955 - Genealogical Society of America, 1935	circa 1933-1959
b. 43	Genealogical Society of America	1935-1954
b. 44	Genealogical Society of America, 1955 - The Gorham Company	circa 1933-1959
b. 45	The Gorham Company - Miscellaneous "G"	circa 1933-1959
b. 46	H. B. Fred Huls - Harper & Bros.	circa 1933-1959
b. 47	Harris-Seybold-Potter Co. - Harvard University, 1940	circa 1933-1959
b. 48	Harvard University	1941-1947
b. 49	Harvard University	1948-1954
b. 50	Harvard University	1955-1959
b. 51	Harvey-Whipple Inc. - Hugh H. Graham & Associates	circa 1933-1959
b. 52	Hull Printing Company - Miscellaneous "H"	circa 1933-1959
b. 53	I. B. Fischer Co. - J. F. Tapley Co.	circa 1933-1959
b. 54	J. G. Brill Company - Miscellaneous "J"	circa 1933-1959
b. 55	K. R. Sutherland Company - Miscellaneous "K"	circa 1933-1959
b. 56	L. C. Biglow Company - Linton Brothers and Company	circa 1933-1959
b. 57	Linweave - Liturgical Arts Society	circa 1933-1959
b. 58	Livingston Publishing Company - Machine Composition Co.	circa 1933-1959

Named Correspondent Files (continued)

b. 59	Mack, Kenneth S. - Manufacturers Assn. of Meriden	circa 1933-1959
b. 60	Maqua Company - Medallie Art Company	circa 1933-1959
b. 61	Medieval Academy - Merrit Mounting and Finishing, Inc.	circa 1933-1959
b. 62	Merrymount Press - Missouri Historical Society	circa 1933-1959
b. 63	Mitchell, Giles C. - Museum of New Mexico	circa 1933-1959
b. 64	Museum of the City of New York - Nelson-Whitehead Paper Corp.	circa 1933-1959
b. 65	New Britain Machine Co. - New York Zoological Society, 1943	circa 1933-1959
b. 66	New York Zoological Society, 1950 - Oneida Community, Ltd.	circa 1933-1959
b. 67	Onondaga Printing Company - Pantheon Books, 1949	circa 1933-1959
b. 68	Pantheon Books, 1950 - Peck Studios	circa 1933-1959
b. 69	The Pierpont Morgan Library - Portsmouth Priory	circa 1933-1959
b. 70	Pratt and Whitney	1935-1956
b. 71	Pratt and Whitney, 1957 - Princeton University, 1940	circa 1933-1959
b. 72	Princeton University	1941-1946
b. 73	Princeton University	1947-1952
b. 74	Princeton University	1953-1956
b. 75	Princeton University, 1957 - Pulitzer, Joseph J.	circa 1933-1959
b. 76	Miscellaneous "P" - Reed and Barton	circa 1933-1959
b. 77	Reed and Stevenson - Royal Parkinson Associates	circa 1933-1959
b. 78	Rudolph Lesch Fine Arts - Saint Luke's Hospital	circa 1933-1959
b. 79	Saint Mary's College - Smithsonian Institution, 1953	circa 1933-1959
b. 80	Smithsonian Institution, 1954 - Southern New England Typographic Service	circa 1933-1959
b. 81	Southington Printing Company - Stead-Miller Company	circa 1933-1959
b. 82	Steddiford-Pitt Company - Stinehour, Roderick, 1958	circa 1933-1959
b. 83	Stinehour, Roderick, 1958 - Miscellaneous "S-Se"	circa 1933-1959
b. 84	Miscellaneous "Sh" - The Travellers Insurance Co., 1959	circa 1933-1959
b. 85	Travers Sales Company - U. S. Government Printing Office, 1951	circa 1933-1959
b. 86	U. S. Government Printing Office, 1952 - University of California, 1949	circa 1933-1959
b. 87	University of California, 1950 - University of Chicago, 1942	circa 1933-1959
b. 88	University of Chicago, 1943 - University of Michigan, 1941	circa 1933-1959

Named Correspondent Files (continued)

b. 89	University of Michigan, 1943 - University of Oklahoma, 1944	circa 1933-1959
b. 90	University of Oklahoma, 1945 - University of Southern California	circa 1933-1959
b. 91	University of Texas - Vassar College	circa 1933-1959
b. 92	Venspa Company - W. W. Norton and Company	circa 1933-1959
b. 93	Wace, Mrs. Alan - Westinghouse Electric	circa 1933-1959
b. 94	Westling Displays - Wildman, F. Collis	circa 1933-1959
b. 95	William Adams, Inc., Silversmiths - Wycomb-Meyer, Inc.	circa 1933-1959
b. 96	Miscellaneous "W" - Yale University, 1939	circa 1933-1959
b. 97	Yale University	1941-1951
b. 98	Yale University	1952-1959
b. 99	Yale University, American Journal of Science - Miscellaneous "Z"	circa 1933-1959

Series III: Correspondence, 1960-1981*95 linear feet (76 boxes)*

Series III. Correspondence, 1960-1981 contains internal and external business correspondence documenting the printing services and operations of the Meriden Gravure Company during the latter part of the twentieth century. The Scientific Correspondence subseries consists of correspondence with scientific clients of Meriden Gravure Company. The New York Correspondence subseries contains memoranda exchanged between Meriden Gravure's offices in Meriden, Connecticut and New York City. Other Correspondence consists of general client correspondence. This second correspondence series reflects a change in the company's filing system in 1960.

Series III. is organized into three subseries: Scientific Correspondence, New York Correspondence and Other Correspondence. Each subseries is arranged chronologically. Within Other Correspondence, the files for each year are arranged alphabetically by folder title.

	Scientific Correspondence	1960-1962
b. 100	Scientific Correspondence	1960
b. 101	Scientific Correspondence	1960
b. 102	Scientific Correspondence	1961
b. 103	Scientific Correspondence	1961
b. 104	Scientific Correspondence	1962
b. 105	Scientific Correspondence	1962
b. 106	Scientific Correspondence	1962
	New York Correspondence	1960-1981
b. 107	New York Correspondence	1960-1961
b. 108	New York Correspondence	1962-1963
b. 109	New York Correspondence	1963-1964
b. 110	New York Correspondence	1964-1981
	Other Correspondence	1960-1977
b. 111	1960	1960
b. 112	1960-1961 "General Electric"	1960-1961
b. 113	1961 "H" - 1962 "C-D"	1961-1962
b. 114	1962 "E-F" - "W-X-Y-Z"	1962
b. 115	1963 "A" - "G. S. A."	1963
b. 116	1963 "H" - "N"	1963
b. 117	1963 "NY Library" - "Texas Press"	1963
b. 118	1963 "U. S. Govt." - 1964 "C"	1963-1964

Other Correspondence (continued)

b. 119	1964 "California" - "I-J-K General"	1964
b. 120	1964 "L" - "Post Office Receipts"	1964
b. 121	1964 "Princeton" - "X-Y-Z General"	1964
b. 122	1964 "Yale University" - 1965 "B"	1964-1965
b. 123	1965 "C" - "Harvard University"	1965
b. 124	1965 "Harvard University" - "O"	1965
b. 125	1965 "P" - "S"	1965
b. 126	1965 "T" - 1966 "B, Bollinger, Geo. Braziller Inc."	1965-1966
b. 127	1966 "Boston Athaneum" - "Hugo, E. Harold"	1966
b. 128	1966 "Library - Harvard University" - "N"	1966
b. 129	1966 "O General" - "Smithsonian 'Bronzes'"	1966
b. 130	1966 "So. N. E. Telephone Company, Society of Economics Paleontologists" - 1967 Allen, P. B.	1966-1967
b. 131	1967 "Amer. Mus. of Nat Hist. & Micropal" - "F - G"	1967
b. 132	1967 "G" - "N. York M"	1967
b. 133	1967 "Mfg.'s Assoc." - "P. I. C."	1967
b. 134	1967 "R" - "U. S. Govt."	1967
b. 135	1967 "U-V" - 1968 "A (N. York)"	1967-1968
b. 136	1968 "B" - "G"	1968
b. 137	1968 "Harvard U. - Misc., Press, Peabody Mus., Library" - "Met. Mus."	1968
b. 138	1968 "Mass. Historical Soc." - "Return Receipts"	1968
b. 139	1968 "S" - "X-Y-Z"	1968
b. 140	1969 "A" - "Dartmouth - Dumbarton Oaks"	1969
b. 141	1969 "D-E-F New York" - "Mfg.'s Assoc"	1969
b. 142	1969 "Univ. of Mass. & Mass. Review" - "Printing Industry of Conn."	1969
b. 143	1969 "Q-R" - "Wisconsin"	1969
b. 144	1969 "Yale U. - Misc." - 1970 "Columbia Univ."	1969-1970
b. 145	1970 "D" - "J-K-L-M New York"	1970
b. 146	1970 "M" - "P-Q"	1970
b. 147	1970 "R" - "Wesleyan Univ. - Wisconsin Univ."	1970

Other Correspondence (continued)

b. 148	1970 "Yale Univ. - Anthropology, Art Hist., Medical School, Misc." - 1971 "Columbia Univ., Cornell, Univ. of Conn."	1970-1971
b. 149	1971 "D" - "H. Hugo Trip File"	1971
b. 150	1971 "I-J" - "Peabody, Andover & Salem"	1971
b. 151	1971 "J. F. Peckham Personal" - "N. Y. U-V-W"	1971
b. 152	1971 "W" - 1972 "Columbia"	1971-1972
b. 153	1972 "C-D-E New York" - "M"	1972
b. 154	1972 "Mass. Hist. Soc." - "N. York R"	1972
b. 155	1972 "Receipts" - "X-Y-Z"	1972
b. 156	1973 "A" - "Dumbarton Oaks"	1973
b. 157	1973 "E" - "H. Hugo Trips"	1973
b. 158	1973 "I" - "O. S. V. Inquiries"	1973
b. 159	1973 "P-Q" - "Stinehour Press"	1973
b. 160	1973 "T" - 1974 "Art Institute of Chicago"	1973-1974
b. 161	1974 "B" - "H. Hugo Trip"	1974
b. 162	1974 "H. Hugo - Grollier Club" - "New York Office - General"	1974
b. 163	1974 "Old Sturbridge" - "U-V"	1974
b. 164	1974 "W" - 1975 "B"	1974-1975
b. 165	1975 "Amon Carter Museum" - "H. Hugo - Stinehour"	1975
b. 166	1975 "H" - "O"	1975
b. 167	1975 "P" - "T"	1975
b. 168	1975 "W" - 1976 "Univ. of Chicago, Columbia Univ., Univ. of Conn."	1975-1976
b. 169	1976 "D" - "I"	1976
b. 170	1976 "J" - "Princeton Univ. Press (R. Passantino) Orders"	1976
b. 171	1976 "R" - "X-Y-Z"	1976
b. 172	1977 "A" - "E"	1977
b. 173	1977 "Europe" - "International Exhibitions"	1977
b. 174	1977 "J" - "P"	1977
b. 175	1977 "Q" - "Z"	1977

Series IV: Orders, circa 1940-1985*22.13 linear feet (23 boxes)*

Series IV. Orders contains order forms and order index cards circa 1940 to 1985. Orders, estimators' worksheets (in Series V.), and recaps (in Series VI.) are stamped in the upper right corner with an order number, which appears to correspond between records. The index cards located in this series correlate client names, job order numbers and dates and may be used to reference specific print jobs. Though dates are not present on all order forms, bundles of sheets were dated on the outer packaging.

Series IV. is organized into two subseries: Order Index and Order Forms. Order Index is arranged alphabetically by customer name. Order Forms are arranged chronologically and by order number.

	Order Index	circa 1940-1985
b. 176	Current Order Index A-Q	circa 1940-1985
b. 177	Order Index Transfers A-J (mostly from 1960 on)	circa 1940-1985
b. 178	Order Index Transfers K-Z (mostly from 1960 on)	circa 1940-1985
	Order Forms	1941-1975
b. 179	A-E	1941-1945
b. 180	F-H599	1946-1948
b. 181	H600-K	1948-1950
b. 182	L-M	1951-1952
b. 183	N-P	1953-1954
b. 184	R-S725	1955-1956
b. 185	S726-T	1956-1957
b. 186	V-W372	1958-1959
b. 187	W373-X725	1959-1960
b. 188	X726-A1087	1960-1961
b. 189	A1088-B	1961-1962
b. 190	C-D291	1963-1964
b. 191	D292-E540	1964-1965
b. 192	E541-F566	1965-1966
b. 193	F570-G798	1966-1967
b. 194	G799-J304	1967-1969
b. 195	J305-K	1969-1970
b. 196	L-M	1971-1972
b. 197	P-R431	1973-1974

Order Forms (continued)

b. 198

R532-S

1974-1975

Series V: Estimates, circa 1930-1977*39.51 linear feet (43 boxes)*

Series V. Estimates is comprised of worksheets, correspondence and index cards pertaining to the estimation of print job costs from circa 1930 to 1977. Though dates are not present on all estimate worksheets, bundles of sheets were dated on the outer packaging. In the Estimators' Worksheets: Chronological subseries, gaps exist between 1933 and 1936 and also between 1940 and 1954.

Series V. is organized into three subseries: Estimators' Worksheets: Alphabetical; Estimators' Worksheets: Chronological; and Other Estimates. Within Other Estimates, estimate cards are organized into three alphabetically arranged groups, roughly reflecting the 1930s, 1940s and 1950s, though some overlapping does occur.

	Estimators' Worksheets: Alphabetical	1930-1967
b. 199	American Hardware Corporation - Bittner	1931-1954
b. 200	British - Carnegie	1930-1954
b. 201	Case - Columbia	1931-1954
b. 202	Columbia - Derrydale	1931-1954
b. 203	Derrydale - George	1931-1949
b. 204	General Electric	1949-1954
b. 205	General Electric - International Silver Company	1931-1955
b. 206	Merrymount Press - University of Pennsylvania Museum	1931-1954
b. 207	Perleberg - S.N.E. Telephone	1933-1967
b. 208	Southwest - Vincent Curtis	1933-1954
b. 209	Vincent Curtis - Yale	1933-1954
	Estimators' Worksheets: Chronological	1930-1955
	Estimators' Worksheets: Chronological are arranged also by order number.	
b. 210	1930 100-133, 1931 A134-A300	1930-1931
b. 211	A301-A500	1931
b. 212	A501-A599, A801-A838	1931
b. 213	A839-A998	1931
b. 214	B102-B235	1932
b. 215	B236-B389	1932
b. 216	B390-B499	1932
b. 217	B500-B599	1932
b. 218	C1-C152	1933
b. 219	C155-C299	1933

Estimators' Worksheets: Chronological (continued)

b. 220	C300-C399	1933
b. 221	C401-C499	1933
b. 222	F2-F475	1936
b. 223	G1-G360	1937
b. 224	1937 G361-G488, 1938 H1-H82	1937-1938
b. 225	H83-H469	1938
b. 226	I2-I389	1939
b. 227	J2-J314	1940
b. 228	1954 K3-K520, 1955 L4-L532	1954-1955
	Other Estimates	1933-1977
b. 229	Estimate Books, General	1933-1935
b. 230	Estimate Books, General	1937-1939
b. 231	Estimate Books, General	1940-1946
b. 232	Estimate Books, General	1946-1950
b. 233	Estimate Books, General, Commercial and Scientific	1951-1955
b. 234	Estimate Books, Commercial and Scientific	1956-1959
b. 235	Estimate Books, Commercial and Scientific	1960-1969
b. 236	Estimate Books, Commercial and Scientific	1970-1976
b. 237	Estimate Books, Commercial and Scientific, General Electric, New Britain Machine Company, Pratt and Whitney, and Princeton University	1949-1963, 1977
b. 238	Estimate Books, State and U. S. Government and Transfers	1949-1953
b. 239	Estimate Cards	1930-1939
b. 240	Estimate Cards	circa 1940-1955
b. 241	Estimate Correspondence	circa 1950-1975

Series VI: Recapitulation Forms, 1937-1957, undated*42.18 linear feet (46 boxes)*

Series VI. Recapitulation Forms contains cost recapitulation forms spanning 1937 to 1957. Though dates are not present on all forms, bundles of sheets were dated on the outer packaging. There is a significant gap in the records between 1951 and 1957.

Series VI. is arranged chronologically and by order number. Typically each year has a corresponding letter beginning the order numbers. Some order numbers seem to be out of sequence, and were arranged according to the date on the outer packaging. In cases where bundles were not dated, sheets are arranged by order number.

b. 242	"R"- "S"	1937-1939
b. 243	"S"- "T"	1939
b. 244	"T"	1939
b. 245	"T"	1939
b. 246	"B", "U"	1940
b. 247	"U"	1940
b. 248	"U", "A"	1940-1941
b. 249	"A"	1941
b. 250	"H"	1941
b. 251	"B"- "C"	1942-1943
b. 252	"C"	1943
b. 253	"C"- "D"	1943-1944
b. 254	"D"	1943-1944
b. 255	"D"	1944
b. 256	"D"	1944
b. 257	"E"	1945
b. 258	"E"- "F"	1946
b. 259	"F"- "G"	1946-1947
b. 260	"G"	1947
b. 261	"G"- "H"	1947-1949
b. 262	"H"	1949
b. 263	"H"	1949
b. 264	"J"	1949
b. 265	"J"	1949

b. 266	"J"	1949
b. 267	"L"	1951
b. 268	"L"	1951
b. 269	"L"	1951
b. 270	"L"	1951
b. 271	"L"	1951
b. 272	"L"	1951
b. 273	"L"	1951
b. 274	"T"	1957
b. 275	"T"	1957
b. 276	"T"	1957
b. 277	"A"- "C", "E"	undated
b. 278	"E"	undated
b. 279	"K"	undated
b. 280	"K"	undated
b. 281	"K"	undated
b. 282	"K"	undated
b. 283	"K"	undated
b. 284	"K"	undated
b. 285	"K"	undated
b. 286	"K"	undated
b. 287	"S"- "U", "T"	undated

Series VII: Financial and Business Records, 1895-1977*18.44 linear feet (17 boxes)*

Series VII. Financial and Business Records contains general records, office records (concerning operation of the printing presses), scientific customer information forms, ledger sheets and balance books, and transfer and shipment reports. Highlights include a map of the Meriden Gravure Company building from 1908 and log books documenting the earliest Meriden Gravure print jobs, from 1897 to 1919.

Series VII. is arranged roughly by format.

b. 288	Layout of Building, "Collotype Printing" by Arthur Sias	1908, undated
b. 289	General Records	1952-1957
b. 290	General Records	1958-1962
b. 291	General Records	1963-1967
b. 292	Monthly Reports of Shipments	1961-1974
b. 293	Office Records	1895-1900
b. 294	Office Records	1901-1905
b. 295	Office Records	1906-1910
b. 296	Office Records	1911-1915
b. 297	Office Records	1916-1922
b. 298	Scientific Customer Information	1933-1942
b. 299	Scientific Customer Information, Insurance Reports	1933-1942, 1969-1974
b. 300	Transfers 1931-1957, General Ledger Sheets 1945-1965	1931-1965
b. 301	General Ledger Sheets 1967-1969, Print Jobs 1897-1919	1897-1969
b. 302	Sales Book	1951-1952
b. 303	Sales Book	1953-1954
b. 304	Trial Balance Book	1954-1977
b. 361	Account book	1924-1951

Series VIII: Printed Material, 1907-1974*57.4 linear feet (55 boxes)*

Series VIII. Printed Material contains proofs, file copies, and final copies of material printed by Meriden Gravure Company, spanning 1907 to 1974. It includes proofs of Leonard Baskin's illustrations for Dante's *Divine Comedy*, proofs of dog sketches by Marguerite Kirmse, and proofs of silver catalogs from 1907 to 1941.

Series VIII. is organized into four subseries: Proofs, Silver Catalogs, Post Cards, and Miscellaneous Printed Material.

	Proofs	1967-1974, undated
b. 305	Proofs	1967-1974
b. 306	Proofs	1967-1974
b. 307	Proofs	1971 February - July
b. 308	Proofs	1971 August - 1972 April
b. 309	Proofs	1972 May - December
b. 310	Proofs	1973 January - June
b. 311	Proofs	1973 July - December
b. 312	Proofs	1974
b. 312a (Broadside)	Proofs	undated
b. 313	Proofs "J415," Georgia Museum of Art	undated
b. 314	National Portrait Gallery Proofs	undated
b. 315	Kirmse, Marguerite, b. 1885. Proofs of sketches.	undated
	Baskin, Leonard. Proofs	undated
b. 316	<i>The Divine Comedy - Inferno</i>	undated
b. 317	<i>The Divine Comedy - Purgatorio</i>	undated
b. 318	<i>The Divine Comedy - Paradiso</i>	undated
b. 319	<i>The Divine Comedy</i> miscellaneous	undated
b. 320	<i>The Divine Comedy</i> miscellaneous	undated
b. 321	Miscellaneous Baskin Proofs	undated

Proofs (continued)

b. 321a (Broadside)	Final collotype printed by the Meriden Gravure Company Proof sheet featuring various Bernard Picture Company images. Signed by five Meriden Gravure employees.	1967
	Silver Catalogs	1907-1941
b. 322	Barbour Sterling Factory Books	1920-1927
b. 323	Barbour Sterling Factory Photographs	1930-1931
b. 324	Derby Silver Co. Factory "B", Holmes & Edwards Book	1924-1932
b. 325	Holmes & Edwards Book	1907-1930
b. 326	International Factory "W"	1921-1928
b. 327	Meriden Britannia "Church Goods" book, Meriden Britannia "Regular" book, R. Wallace & Sons' Sterling	1923-1941
b. 328	R. Wallace & Sons' Sterling	1928-1940
b. 329	Simpson Factory "L"	1920-1930
b. 330	Simpson Factory "L"	1922-1932
b. 331	Watrous International Factory "P"	1921-1930
b. 332	Unbound Silver Catalog Pages	1926-1936
b. 333	Unbound Silver Catalog Pages	1922-1940
	Post Cards	undated
	Post Cards are arranged alphabetically by client name.	
b. 334	A - Brookgreen	undated
b. 335	Brooklyn - Collinsville	undated
b. 336	Collinsville - Florida	undated
b. 337	Florida - Frick	undated
b. 338	Frick - Holy	undated
b. 339	Holy - Murphy	undated
b. 340	Murphy - Pope	undated
b. 341	Poplars - University	undated
b. 342	Van Dyk - Whitman	undated
b. 343	Whitman	undated
b. 344	Miscellaneous Postcards and Postcard Portfolio	1937, 1958
	Miscellaneous Printed Material	1947-1948, undated

Miscellaneous Printed Material (continued)

b. 345	Partially Identified Printed Material	undated
b. 346	Partially Identified Printed Material	undated
b. 347	Dated Greek Manuscripts, Volumes I - IV	undated
b. 348	Dated Greek Manuscripts, Volumes V - VII	undated
b. 349	Dated Greek Manuscripts, Volumes VIII - IX	undated
b. Art	Lithograph prints by H. Fletcher. Framed.	undated
b. 350	"Melville on Piranesi"	undated
b. 351	<i>Modern Industry</i> magazine	1947-1948
b. 352	Unidentified Printed Material	undated
b. 353	Unidentified Printed Material	undated
b. 354	Unidentified Printed Material	undated
b. 355	Unidentified Printed Material	undated
b. 356	Unidentified Printed Material	undated
b. 357	Unidentified Printed Material	undated
b. 358	Unidentified Printed Material	undated
b. 359	Unidentified Printed Material	undated

Series IX: Meriden-Stinehour, Inc. Records, 1974-1990, undated

1 linear foot (1 box)

Series IX. Meriden-Stinehour, Inc. Records consists of one box of materials documenting the operations of Meriden-Stinehour, Inc. Included are financial statements and miscellaneous printed materials.

b. 360

Meriden-Stinehour, Inc. records and printed material

1974-1990,
undated

Series X: June 2013 Acquisition, 1888–1986*3.5 linear feet (13 boxes)*

This series contains Meriden Gravure Company contracts, financial records, stock transaction records, legal records such as registration and insurance certificates, a small amount of correspondence, operational records including focusing charts and formulas for dyes and gelatin solutions, property records such as quitclaim deeds and architectural plans, and computer media. Also included are personnel records, including pension plan schedules and payroll registers.

Boxes 366-372 (personnel records): Restricted until 2055. For further information, consult the appropriate curator.

Box 374 (computer media): Restricted fragile material. Reference copies of electronic files may be requested. Consult Access Services for further information.

Arranged alphabetically by file title, with computer media filed at the end of the sequence.

Contracts		
b. 362	Company shares	1952, 1959
b. 362	Contract with Crown Publishers	1974
b. 362	Employment agreements	1926–1944
b. 362	Meriden Gravure Company and Stinehour Press merger	1977
b. 362	Power of attorney	1948, 1969
b. 362	Security and alarm systems	1967–1980
b. 362	William G. Mullen	1934–1940
b. 362	Correspondence	1926–1940
b. 362	Correspondence, Clarence Hugo letters of recommendation	1930–1931
b. 362	Department of Labor survey	1919
b. 362	Dye and gelatin solution formulas	circa 1900-1960
b. 362	Dye and gelatin solution formulas	1934
b. 362	Explosives license and formulas	1918
Financial records		
b. 362	Company credit cards	1986
b. 365	Company share certificate book	1929–1976
b. 362	Company share transactions	1888–1940
b. 362	Equipment purchases and rentals	1911–1978
b. 362	Fidelity Daily Income Trust statements	1974–1978
b. 362	General	1926–1985

Financial records (continued)

b. 362	Savings account books, Meriden National Bank	1936-1967
b. 362	Shareholder payments, Charles Parker	1891-1915
b. 362	Tax records	1938-1949
b. 363	Focusing charts for Lanston Monotype and other cameras	1968, undated
b. 365	Focusing charts for Metropolitan Camera	undated
b. 363	Insurance certificates <i>3 folders</i>	1944-1977
b. 363	Insurance certificates, James E. Bunting, Jr.	1946-1950
b. 363	Insurance certificates, Parker B. Allen	1933-1942
b. 363	Insurance valuations	1940-1960
b. 363	Keys	undated
b. 364	Leather insurance binder	1923
b. 364	Legal records and certificates	1937-1962
b. 364	Okidata software instructions and floppy disk (photocopies)	undated
b. 364	Patent and trademark records	1923-1937
b. 364	Patent and trademark records	1950
	Personnel records Boxes 366-372 (personnel records): Restricted until 2055. For further information, consult the appropriate curator.	
b. 366	Payroll registers <i>4 folders</i>	1950-1953
b. 367	Payroll registers <i>4 folders</i>	1954-1957
b. 368	Payroll registers <i>5 folders</i>	1958-1962
b. 369	Payroll registers <i>5 folders</i>	1963-1967
b. 372 (Oversize)	Payroll registers <i>2 folders</i>	1968-1969
b. 370	Personnel records	1929-1985
b. 371	Personnel records	circa 1980
b. 364	Printing samples	1930s
	Property records	
b. 364	<i>Appraisal Report on Property Owned by The Meriden Gravure Company</i>	1972

Property records (continued)

b. 373 (Oversize)	Architectural plans	1924-1966
b. 373 (Oversize)	Architectural plans	1954
b. 373 (Oversize)	Architectural plans	1970
b. 364	Construction records	1928-1959
b. 364	Correspondence and architectural plans	1970
b. 373 (Oversize)	Equipment installation plans	1970
b. 373 (Oversize)	Map	1966
b. 364	Other records	1942-1959
b. 364	Purchase and sale <i>2 folders</i>	1888-1972
b. 365	Report on The Meriden Gravure Company by The Manufacturers Appraisal Company	1924
b. 364	Scholarship proposal from Wesleyan University	1974
b. 364	Visitor sign-in sheets	1967-1980
b. 374	Computer media Restricted fragile material. Reference copies of electronic files may be requested. Consult Access Services for further information.	undated

Selected Search Terms

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

Genres / Formats

Born digital
Collotypes
Offset photomechanical prints

Subjects

Collotype
Offset printing
Photomechanical processes
Printers -- Connecticut -- Meriden
Printing -- Connecticut -- Meriden
Printing industry -- Connecticut -- Meriden
Printing industry -- United States

Names

Allen, James F.
Allen, Parker B.
Anderson, Gregg, 1908-1944
Hugo, Harold
Peckham, John Ford, 1918-

Corporate Bodies

Meriden Gravure Company -- Archives
Meriden-Stinehour Press