

Guide to the Cave Canem Records

JWJ MSS 130



by Beinecke Staff

2014

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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: JWJ MSS 130

CREATOR: Cave Canem (Organization)

TITLE: Cave Canem records

DATES: 1995–2012

PHYSICAL DESCRIPTION: 27.29 linear feet (30 boxes)

LANGUAGE: English

SUMMARY: The Cave Canem Records contain correspondence (including electronic mail), organizational records, photographs, financial records, computer files, and audiovisual recordings that document the activities of Cave Canem Foundation, Inc. and its founders Toi Derricotte and Cornelius Eady. The organization's governance, fundraising, publicity, and operations are documented as well as its publishing activity, fellowship program, and Legacy Conversations series, which features poets and scholars who have played historic roles in African American poetry. The collection serves as a resource for scholarship on African American poetry, literature, and culture in the twentieth and twenty-first centuries.

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

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.cave>.

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
f. folder
■■■■ item barcode

Administrative Information

Immediate Source of Acquisition

Purchased from James S. Jaffe Rare Books on the Edwin J. Beinecke Book Fund and the James Weldon Johnson Memorial Collection of Negro Arts & Letters Fund, 2013.

Conditions Governing Access

The materials are open for research.

Box 28 (audiovisual material): Restricted fragile material. Reference copies may be requested. Consult Access Services for further information.

Box 29 (digital media): Restricted fragile material. Reference copies may be requested. Consult Access Services for further information.

Box 30: Restricted until 2033 August 1. Consult the appropriate curator for further information.

Conditions Governing Use

The Cave Canem 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

Cave Canem Records. James Weldon Johnson Collection in the Yale Collection of American Literature. Beinecke Rare Book and Manuscript Library.

Processing Information

Collections are processed to a variety of levels, depending on the work necessary to make them usable, their perceived research value, the availability of staff, competing priorities, and whether or not further accruals are expected. The library attempts to provide a basic level of preservation and access for all collections, and does more extensive processing of higher priority collections as time and resources permit.

This collection received a basic level of processing in 2014, including rehousing and minimal organization. Information included in the Description of Papers note and Collection Contents section is drawn from information supplied with the collection and from an initial survey of the contents. Folder titles appearing in the contents list below are often based on those provided by the creator or previous custodian. Titles have not been verified against the contents of the folders in all cases. Otherwise, folder titles are supplied by staff during initial processing.

This finding aid may be updated periodically to account for new acquisitions to the collection and/or revisions in arrangement and description.

Related Materials

Toi Derricotte Papers (JWJ MSS 207). Beinecke Rare Book and Manuscript Library, Yale University.

Cornelius Eady Papers (JWJ MSS 146). Beinecke Rare Book and Manuscript Library, Yale University.

Cave Canem (Organization)

Cave Canem, a nonprofit organization dedicated to cultivating the artistic and professional growth of African American poets, was founded in 1996 by Toi Derricotte and Cornelius Eady.

Scope and Contents

The Cave Canem Records contain correspondence (including electronic mail), organizational records, photographs, financial records, computer files, and audiovisual recordings that document the activities of the Cave Canem Foundation, Inc. and its founders Toi Derricotte and Cornelius Eady. The organization's governance, fundraising, publicity, and operations are documented as well as its publishing activity, fellowship program, and Legacy Conversations series, which features poets and scholars who have played historic roles in African American poetry. The collection serves as a resource for scholarship on African American poetry, literature, and culture in the twentieth and twenty-first centuries.

Arrangement

Organized into eight series: I. Operations, Fundraising, and Governance, 1997-2012. II. Programs, 1996-2011. III. Publishing, 1996-2011. IV. Promotional Material and Collateral Literature, 1996-2011. V. Photographs, 1997-2010. VI. Audiovisual Material, 2002-2011. VII. Digital Media. VIII. Restricted Material.

Collection Contents

Series I: Operations, Fundraising, and Governance, 1997-2012

5 linear feet (5 boxes)

| Testimonials | | |
|--------------|------------------------------------|-----------------------|
| b. 1, f. 1 | Elaine Shelly | 2000 March 8 |
| b. 1, f. 2 | Lillien Waller | 2002 February 23 |
| b. 1, f. 3 | Samantha Thornhill | 2002-2003 |
| b. 1, f. 4 | Nagueyalti Warren | 2003 November 2003 |
| b. 1, f. 5 | Prize Winners | 2003 |
| b. 1, f. 6 | Shane Book | undated |
| b. 1, f. 7 | Remica Bingham | 2004 |
| b. 1, f. 8 | Opal Palmer Adisa | 2002 January 16 |
| b. 1, f. 9 | Toni Brown | 2002 |
| b. 1, f. 10 | Jacqueline Johnson | 2001 March 23 |
| b. 1, f. 11 | M. Eliza Hamilton Abegunde | 2002 February |
| b. 1, f. 12 | Samiya Bashir | 2002 |
| b. 1, f. 13 | Nelson Demery, III (Jericho Brown) | 2002 February 18 |
| b. 1, f. 14 | Erica Doyle | 2001 February 8 |
| b. 1, f. 15 | Phebus Etienne | 2002 April |
| b. 1, f. 16 | John Frazier | 1999 |
| b. 1, f. 17 | Joy Gonsalves | 2003 December |
| b. 1, f. 18 | Hallie Hobson | 2004 March 16 |
| b. 1, f. 19 | Lita Hooper | 2004 |
| b. 1, f. 20 | Tyehimba Jess | 2004 |
| b. 1, f. 21 | Lauren Alleyne | 2004 |
| b. 1, f. 22 | Brandon D. Johnson | 1998 November 6 |
| b. 1, f. 23 | John Keene | undated |
| b. 1, f. 24 | Raina J. Leon | 2003 |

Testimonials (continued)

| | | |
|-------------|-----------------------|-------------------|
| b. 1, f. 25 | Toni Asante Lightfoot | undated |
| b. 1, f. 26 | Carrie McCray | 2000 September 30 |
| b. 1, f. 27 | Dante Micheaux | 2003 November 19 |
| b. 1, f. 28 | Lenard D. Moore | 2000 December 31 |
| b. 1, f. 29 | Mendi Lewis Obadike | 2001 March 20 |
| b. 1, f. 30 | G. E. Patterson | 1998 February 26 |
| b. 1, f. 31 | Hermine Pinson | 1999 November 22 |
| b. 1, f. 32 | Nancy Mebane Shakir | 1999 January 28 |
| b. 1, f. 33 | Holly Bass | 1999 April 15 |
| b. 1, f. 34 | Shia Shabazz Barnett | 2003 December |
| b. 1, f. 35 | Tara Betts | undated |
| b. 1, f. 36 | Gloria Burgess | 2002 March |
| b. 1, f. 37 | Curtis Crisler | 2003 November 24 |
| b. 1, f. 38 | Robin Caudell | 2002 March 9 |
| b. 1, f. 39 | Traci Dant | 2001-2003 |
| b. 1, f. 40 | Eisa Davis | 2001 March 27 |
| b. 1, f. 41 | Jarvis DeBerry | undated |
| b. 1, f. 42 | Krista Franklin | undated |
| b. 1, f. 43 | Kendra Hamilton | undated |
| b. 1, f. 44 | Reginald Harris | 1998 November 6 |
| b. 1, f. 45 | Yona Harvey | 1999 July 12 |
| b. 1, f. 46 | Terrance Hayes | 1998 November 5 |
| b. 1, f. 47 | Sean Hill | 2002 May 18 |
| b. 1, f. 48 | Z'etoile Imma | 2003 March 15 |
| b. 1, f. 49 | Valerie Jean | undated |

Testimonials (continued)

| | | |
|-------------|---|---------------------|
| b. 1, f. 50 | Honorée Fanonne Jeffers | 1998 November 5 |
| b. 1, f. 51 | Patricia A. Johnson | 2002 July 26 |
| b. 1, f. 52 | Douglas Kearney | undated |
| b. 1, f. 53 | M. Nzadi Keita | 2002 February 24 |
| b. 1, f. 54 | Doughtry Long | 2000 |
| b. 1, f. 55 | Kenyetta Lovings | 2003 |
| b. 1, f. 56 | Charles H. Lynch | 2005 February |
| b. 1, f. 57 | Toni Asante Lightfoot | undated |
| b. 1, f. 58 | Devorah Major | 1999 March 8 |
| b. 1, f. 59 | Adrian Matejka | 2002 |
| b. 1, f. 60 | Evie Shockley | 1999 |
| b. 1, f. 61 | Dante Micheaux | 2003 |
| b. 1, f. 62 | Sheree Renee Thomas | undated |
| b. 1, f. 63 | Venus Thrash | 2003 |
| b. 1, f. 64 | Tracy Smith | undated |
| b. 1, f. 65 | Christopher Stackhouse | undated |
| b. 1, f. 66 | Afaa Michael Weaver | 1998 November 6 |
| b. 1, f. 67 | Damon Williams | undated |
| b. 1, f. 68 | Karen Williams | 2002 February 24 |
| b. 1, f. 69 | Financial records | 1997-2011 |
| b. 1, f. 70 | VA Depart. Coinsurance | 2005 |
| b. 1, f. 71 | 501 C3/ Governance information | 1999 |
| b. 1, f. 72 | Virginia- sales and use tax exemption | 2000 |
| b. 1, f. 73 | Virginia Department of Taxation- withholding | 2001 |
| b. 1, f. 74 | Virginia- charitable registration | 2001 |
| | '97 Grant Information- research, organization, drafts | |
| b. 1, f. 75 | Sources of funds, articles, lists of donors | 1997 |
| b. 1, f. 76 | Proposals sent and replies | 1997 |

'97 Grant Information- research, organization, drafts (continued)

| | | |
|-----------------|---|----------------------------|
| b. 1, f. 77-78 | Proposals to send or explore <i>2 Folders</i> | 1997 |
| b. 1, f. 79 | Grant proposals still outstanding, probably dead | 1997 |
| b. 1, f. 80 | Proposal drafts | 1997 |
| b. 1, f. 81 | Guidelines from funders not approached | 1997 |
| b. 1, f. 82 | Funder chart, summary of outstanding requests | 1997 |
| b. 1, f. 83-84 | Rejected grant requests <i>2 Folders</i> | 1997 |
| b. 1, f. 85 | Grant writing help, the Foundation Center information | 1997 |
| b. 1, f. 86 | Letters to funders not answered, considered dead | 1997 |
| b. 1, f. 87 | Cave Canem Proposal Information Draft | 1999 |
| Budget Reports | | |
| b. 1, f. 88 | Annual report | 2003 |
| b. 1, f. 89 | Program report | 2000 |
| b. 1, f. 90 | Program report | 2002 |
| b. 1, f. 91 | Annual budget | 2001 |
| Director search | | |
| b. 1, f. 92 | Job search | 1999 September |
| b. 1, f. 93 | Search ads | 1999 August |
| b. 1, f. 94 | Interviews, set up and questions | 1999 October 19 |
| b. 1, f. 95 | Job candidates, no interviews | 1999 |
| b. 1, f. 96 | Job candidates | 1999 September- October |
| b. 1, f. 97 | Email and phone calls | 1999 |
| b. 1, f. 98 | Job applicants | 1999 |
| b. 1, f. 99 | Job description | 1999 |
| Board meetings | | |
| b. 2, f. 1 | Meeting | 1998 February |
| b. 2, f. 2 | Advisory board | 1998-1999 |
| b. 2, f. 3 | Minutes | 1999 June 24-25 |
| b. 2, f. 4 | Meeting | 1999 June 24-25 |
| b. 2, f. 5 | Money and timeline | 1999 |

Board meetings (continued)

| | | |
|-------------|----------------------------------|--------------------|
| b. 2, f. 6 | Mailing | 1999 April 16 |
| b. 2, f. 7 | Handouts from meeting | 1999 February 13 |
| b. 2, f. 8 | Minutes, extra copies | 1999 |
| b. 2, f. 9 | New board members correspondence | 1999 |
| b. 2, f. 10 | Financial report | 1999 |
| b. 2, f. 11 | Strategic plan, mission | 1999 |
| b. 2, f. 12 | Board and request package | 1999 July |
| b. 2, f. 13 | Minutes | 1999 June 24 |
| b. 2, f. 14 | Correspondence | 1999 |
| b. 2, f. 15 | Director's list | 1999 |
| b. 2, f. 16 | Meeting, preparation | 2000 |
| b. 2, f. 17 | Meeting | 2000 January 22 |
| b. 2, f. 18 | Handouts | 2000 January 22 |
| b. 2, f. 19 | Search for treasurer | 1999 |
| b. 2, f. 20 | Strategic plan | 2000-2002 |
| b. 2, f. 21 | Members list | 2000 |
| b. 2, f. 22 | Minutes | 2000 June 24 |
| b. 2, f. 23 | Correspondence | 2000 |
| b. 2, f. 24 | Meeting | 2000 June 24 |
| b. 2, f. 25 | Mailing | 2000 August |
| b. 2, f. 26 | Vote | 2000 |
| b. 2, f. 27 | Advisory board | 2000 |
| b. 2, f. 28 | Minutes | 2003 June 21 |
| b. 2, f. 29 | Mailing | 2003 June 21 |
| b. 2, f. 30 | Mailing | 2003 April 10 |
| b. 2, f. 31 | Mailing | 2003 February 7 |
| b. 2, f. 32 | Vote on stock | 2003 February 6 |
| b. 2, f. 33 | Corporate resolutions | 2003 |
| b. 2, f. 34 | Minutes | 2003 December 6 |
| b. 2, f. 35 | Packet sent for board meeting | 2003 November |

Board meetings (continued)

| | | |
|----------------|--|---------------------|
| b. 2, f. 36 | Meeting | June 21 2003 |
| b. 2, f. 37 | Agenda and handouts | 2003 December 6 |
| b. 2, f. 38 | Mailing | 2003 December 26 |
| b. 2, f. 39 | Minutes | 2003 June 21 |
| b. 2, f. 40 | Meeting | 2004 June 19 |
| b. 2, f. 41 | [Update with Reports Fords?] | 2004 February 13 |
| b. 2, f. 42 | Minutes | 2004 June 21 |
| b. 2, f. 43 | Mailings | 2004 |
| b. 2, f. 44 | Strategic plan report | 2004 February |
| b. 2, f. 45 | Meeting notice | 2004 June |
| b. 2, f. 46 | Strategic plan | 2004 February |
| b. 2, f. 47 | Confidentiality/management policy- confidentiality agreement | 2008 |
| b. 2, f. 48 | Board nominating committee, research regarding board terms and end of term letters | 2002 |
| b. 2, f. 49 | Mailing | 2002 December |
| b. 2, f. 50 | Minutes | 2002 November 2 |
| b. 2, f. 51 | Meeting | 2002 November 2 |
| b. 2, f. 52 | Vote | 2002 May |
| b. 2, f. 53-54 | Minutes <i>2 Folders</i> | 2002 June 22 |
| b. 2, f. 55 | Mailing | 2002 August 20 |
| b. 2, f. 56 | Mailing | 2002 July 9 |
| b. 2, f. 57 | Handouts | 2002 June 22 |
| b. 2, f. 58 | Board retreat | 2002 |
| b. 2, f. 59 | Mailing | 2002 |
| b. 2, f. 60 | Board fundraising training | 2002 November 2 |
| b. 2, f. 61 | Member list | 2004 |
| b. 2, f. 62 | Strategic plan implementation | undated |

Board meetings (continued)

| | | |
|-------------|-------------------------------|---------------------|
| b. 2, f. 63 | Annual budget | 2005 |
| b. 2, f. 64 | Financial reports | 2005 |
| b. 2, f. 65 | Mailings <i>2 Folders</i> | 2004 December |
| b. 2, f. 66 | Letter | 2004 September 2 |
| b. 2, f. 67 | Ballot | 2004 February 17 |
| b. 2, f. 68 | Member list | 2004 |
| b. 2, f. 69 | Minutes | 2004 December 11 |
| b. 2, f. 70 | Agenda | 2004 December 11 |
| b. 2, f. 71 | Minutes | 2004 June 19 |
| b. 2, f. 72 | Ballot for board of directors | 2005 May |
| b. 2, f. 73 | Board Reminder | 2005 April 27 |
| b. 2, f. 74 | Budget | 2005 December 10 |
| b. 2, f. 75 | Members | 2001 |
| b. 2, f. 76 | Strategic plan | 2000-2002 |
| b. 2, f. 77 | Budget vote | 2001 |
| b. 2, f. 78 | Mailing, finances and report | 2001 December |
| b. 2, f. 79 | Vote | 2001 December |
| b. 2, f. 80 | Vote | 2001 August |
| b. 2, f. 81 | Mailing | 2001 August 3 |
| b. 2, f. 82 | Meeting, preparation | 2001 June 23 |
| b. 2, f. 83 | Minutes | 2001 June 23 |
| b. 2, f. 84 | Handouts | 2001 June |
| b. 2, f. 85 | Minutes | 2001 February |
| b. 2, f. 86 | Meeting | 2001 February 17 |
| b. 2, f. 87 | Meeting, preparation | 2001 February |
| b. 2, f. 88 | Meeting, finances | 2001 February 17 |
| b. 2, f. 89 | Director's report | 2000 |

Board meetings (continued)

| | | |
|------------------|-----------------------------------|--------------------------------|
| b. 2, f. 90 | Mailing | 2001 March |
| b. 2, f. 91 | Votes | 2001 |
| b. 2, f. 92 | Meeting | 2001 June |
| b. 2, f. 93 | DeLoach, treasurer | 2001 |
| b. 2, f. 94 | Reception | 2001 October 24 |
| b. 2, f. 95 | Advisory board | 2001 |
| b. 2, f. 96 | Job description | 2005 |
| b. 2, f. 97 | February update | 2005 |
| b. 2, f. 98 | Biographies of new board members | 2005 |
| b. 2, f. 100-102 | Board mailing <i>3 Folders</i> | 2005 October 14- November 1 |
| b. 2, f. 103 | Board retreat planning | 2005 October |
| b. 2, f. 104 | Mailing to new board members | 2005 August 3 |
| b. 2, f. 105-110 | Minutes <i>6 Folders</i> | 2005 September- December |
| b. 2, f. 111 | Bylaws, master | 2005 May 24 |
| | Board member biographies | |
| b. 2, f. 112 | Reese, Henry | 2008 |
| b. 2, f. 113 | Semple, Robin | 2008 |
| b. 2, f. 114 | Swiggett, Ernest | 2008 |
| b. 2, f. 115 | Hayes, Terrance | 2008 |
| b. 2, f. 116 | Jones, Hettie | 2008 |
| b. 2, f. 117 | LaMon, Jacqueline Jones | 2010 |
| b. 2, f. 118 | Lewis, Juliet | 2008 |
| b. 2, f. 119 | Morris, Tracie | 2008 |
| b. 2, f. 120 | Brown, Marie Dutton | 2008 |
| b. 2, f. 121 | Cooper, Desiree | 2008 |
| b. 2, f. 122 | Derricotte, Toi | 2008-2009 |
| b. 2, f. 123 | Eady, Cornelius | 2008 |
| b. 2, f. 124 | Gabbin, Joanne | 2008 |
| b. 2, f. 125 | Gargani, Francis, Fr. | 2008 |

Board meetings > Board member biographies (continued)

| | | |
|--------------------------------|---|-------------------|
| b. 2, f. 126 | Gillespie, Fern | undated |
| b. 2, f. 127 | Griffin, Farah Jasmine | 2008 |
| Resolutions | | |
| b. 2, f. 128 | Authority to sign legal documents | 2006 November 11 |
| b. 2, f. 129 | Resolution | 2007 November 10 |
| b. 2, f. 130 | Jennie McKean Moore Endowed Fund: withdrawal of principal | 2008 January 23 |
| b. 2, f. 131 | Remote vote to re-elect Tracie Morris to 2008-10 | 2008 September 22 |
| b. 2, f. 132 | Resolution to authorize ED to sign NYS grant | 2008 |
| b. 2, f. 133 | BOA savings account signatory | 2008 May 14 |
| b. 2, f. 134 | Vote for board candidates <i>2 Folders</i> | 2008 April |
| b. 2, f. 135 | Remote vote for budget | 2008 |
| Fundraising grant applications | | |
| b. 3, f. 1 | Proposal or letters outstanding accepted | 1997-1998 |
| b. 3, f. 2 | Altman Foundation | 1999 |
| b. 3, f. 3 | American Express Matching Gift | 2004-2005 |
| b. 3, f. 4 | American Library Association | 2002 |
| b. 3, f. 5 | Annenberg Foundation | 2003 |
| b. 3, f. 6-9 | AOL Time Warner <i>4 Folders</i> | 2000-2002 |
| b. 3, f. 10-12 | AT&T Foundation <i>3 Folders</i> | 2002-2005 |
| b. 3, f. 13 | ASTRAEA Foundation | 2003 March |
| b. 3, f. 14 | Bama Works | 2001 |
| b. 3, f. 15 | Axe-Houghton Foundation | 2002 |
| b. 3, f. 16-23 | Bank of America <i>8 Folders</i> | 1999-2009 |
| b. 3, f. 24-26 | Barnes & Noble <i>3 Folders</i> | 2002-2005 |
| b. 3, f. 27 | Bloomberg | 2005 |

Fundraising grant applications (continued)

| | | |
|----------------|--|--------------|
| b. 3, f. 28-29 | Borders <i>2 Folders</i> | 1999 |
| b. 3, f. 30 | Boyd's Mill Press | 2006 |
| b. 3, f. 31-32 | Breneman Jaech Foundation <i>2 Folders</i> | 2001-2002 |
| b. 3, f. 33 | Buhl Foundation | 2005 |
| b. 3, f. 34-35 | The Bydale Foundation <i>2 Folders</i> | 2002-2003 |
| b. 3, f. 36 | Carolyn Foundation | 2003 |
| b. 3, f. 37 | Charlottesville-Albemarle Community Foundation | 2002 |
| b. 3, f. 38 | Circuit City Foundation | 1999 |
| b. 3, f. 39 | Robert Sterling Clark Foundation | 2000 |
| b. 3, f. 40-41 | Comerica Incorporated <i>2 Folders</i> | 2001-2002 |
| b. 3, f. 42 | Con Edison | 2005 |
| b. 3, f. 43 | Center for Humanities | 2006 |
| b. 3, f. 44 | Daimler-Chrysler | 2000 |
| b. 3, f. 45-46 | New York City Department of Cultural Affairs <i>2 Folders</i> | 2006-2008 |
| b. 3, f. 77 | Detroit Edison Foundation | 2000-2001 |
| b. 3, f. 48 | Irene Diamond Fund | 1999 |
| b. 3, f. 49-66 | Dodge Foundation <i>18 Folders</i> | 1999-2006 |
| b. 3, f. 67 | DTE Energy Foundation | 2002 |
| b. 3, f. 68 | Doris Duke Charitable Foundation | 2001 |
| b. 3, f. 69 | Educational Foundation of America | 2002 |
| b. 3, f. 70 | Exxon Mobil | 2002 |
| b. 3, f. 71-78 | Ford Foundation <i>12 Folders</i> | 1997-2005 |
| b. 3, f. 83-89 | Mrs. Giles Whiting Foundation <i>7 Folders</i> | 1998-2005 |
| b. 4, f. 1 | GAEA Foundation, Inc. | 2002 October |
| b. 4, f. 2-9 | Gladys Krieble Delmas Foundation <i>8 Folders</i> | 1999-2008 |

Fundraising grant applications (continued)

| | | |
|----------------|--|-----------|
| b. 4, f. 10 | General Motors | 2000 |
| b. 4, f. 11-13 | GreenPoint Bank <i>3 Folders</i> | 1997-1999 |
| b. 4, f. 14-17 | GreenPoint Foundation <i>4 Folders</i> | 2001-2004 |
| b. 4, f. 18-21 | Greenwall Foundation <i>4 Folders</i> | 2001-2003 |
| b. 4, f. 22 | Gudelsky Foundation, Inc. | 2002 |
| b. 4, f. 23 | The George Gund Foundation | 1999 |
| b. 4, f. 24 | Heathcote Foundation | 2002 |
| b. 4, f. 25 | The Heinz Endowment | 2003 |
| b. 4, f. 26-27 | Henry Holt & Company, Inc. <i>2 Folders</i> | 1997-1998 |
| b. 4, f. 28 | Hewlett-Packard Company | 1997 |
| b. 4, f. 29 | HIP USA | 2005 |
| b. 4, f. 30 | Independence Community Foundation | 2006 |
| b. 4, f. 31-41 | Jerome Foundation <i>11 Folders</i> | 1997-2004 |
| b. 4, f. 42 | The J.M. Kaplan Fund | 2002 |
| b. 4, f. 43 | J.P. Morgan Chase | 2002 |
| b. 4, f. 44-45 | Lannan Foundation <i>2 Folders</i> | 1997-2001 |
| b. 4, f. 46-49 | LEF Foundation <i>4 Folders</i> | 1999-2003 |
| b. 4, f. 50-51 | Lilly Endowment <i>2 Folders</i> | 1999-2003 |
| b. 4, f. 52-53 | Madison Madison International <i>2 Folders</i> | 2001-2002 |
| b. 4, f. 54-56 | MASCO Corporation <i>3 Folders</i> | 2001-2003 |
| b. 4, f. 57 | The McGraw-Hill Companies | 1999 |
| b. 4, f. 58-62 | Michigan Council for Arts and Cultural Affairs <i>5 Folders</i> | 2000-2002 |
| b. 4, f. 63 | Morris and Gwendolyn Cafritz Foundation | 1999 |
| b. 4, f. 64 | Multicultural Arts Initiative | 2003 |

Fundraising grant applications (continued)

| | | |
|----------------|---|-----------|
| b. 4, f. 65-67 | Nathan Cummings Foundation <i>3 Folders</i> | 1997-2003 |
| b. 5, f. 1-9 | National Endowment for the Arts <i>9 Folders</i> | 2000-2004 |
| b. 5, f. 10 | Network of Cultural Centers of Color | 2005 |
| b. 5, f. 11-12 | New York Community Trust <i>2 Folders</i> | 2003-2004 |
| b. 5, f. 13-16 | New York State Council on the Arts <i>4 Folders</i> | 1999-2003 |
| b. 5, f. 17-18 | New York Council on the Humanities <i>2 Folders</i> | 2003 |
| b. 5, f. 19 | North Carolina foundations | 1997 |
| b. 5, f. 20-21 | Oak Hill Fund <i>2 Folders</i> | 2003-2004 |
| b. 5, f. 22 | Peter Norton Family Foundation | 2002 |
| b. 5, f. 23 | Pew Charitable Trusts | 2003 |
| b. 5, f. 24-26 | The Philadelphia Community Foundation <i>3 Folders</i> | 1999-2002 |
| b. 5, f. 27-28 | The Pittsburgh Foundation <i>2 Folders</i> | 2003-2004 |
| b. 5, f. 29 | The Poetry Foundation | 2004 |
| b. 5, f. 30-31 | Poets and Writers, Inc. <i>2 Folders</i> | 2002-2003 |
| b. 5, f. 32 | The Reed Foundation | 2003 |
| b. 5, f. 33-34 | Robert Sterling Clark Foundation <i>2 Folders</i> | 2001-2003 |
| b. 5, f. 35-36 | The Rockefeller Foundation <i>2 Folders</i> | 1998-2004 |
| b. 5, f. 37 | Rockefeller Brothers Fund | 2001-2002 |
| b. 5, f. 38 | Proposals to promising donors | 2001 |
| b. 5, f. 39 | Roy A. Hunt Foundation | 2004 |
| b. 5, f. 40 | Rubin Foundation | 2001 |
| b. 5, f. 41 | Rush Philanthropic Arts Foundation | 2003 |
| b. 5, f. 42 | Sara Lee Foundation | 1999 |
| b. 5, f. 43 | The Scherman Foundation | 1999 |

Fundraising grant applications (continued)

| | | |
|----------------|---|-----------|
| b. 5, f. 44 | The St. Paul Foundation | 2003 |
| b. 5, f. 45 | Suntrust Bank | 2002 |
| b. 5, f. 46 | Taproot | undated |
| b. 5, f. 47 | Target Foundation | 2003 |
| b. 5, f. 48-50 | Third Wave Foundation <i>3 Folders</i> | 1999-2001 |
| b. 5, f. 51 | Time Warner | 1998 |
| b. 5, f. 52-53 | Twenty-First Century Foundation <i>2 Folders</i> | 1999-2000 |
| b. 5, f. 54 | United Way of New York City | 2001 |
| b. 5, f. 55 | Universal Studios Foundation | 1999 |
| b. 5, f. 56 | Vanguard Media | 2002 |
| b. 5, f. 57 | Viburnum Foundation | 2002 |
| b. 5, f. 58-59 | Virginia Commission for the Arts <i>2 Folders</i> | 2002 |
| b. 5, f. 60-62 | Virginia Foundation for the Humanities <i>3 Folders</i> | 2002 |
| b. 5, f. 63 | Wallace-Reader's Digest | 2000 |
| b. 5, f. 64 | Wallace Fund | undated |
| b. 5, f. 65 | Wachovia | 2002 |
| b. 5, f. 66 | Wellspring Foundation | 2001 |
| b. 5, f. 67 | Whole Foods | 2004 |
| b. 5, f. 68 | Wilbur Foundation | 2003 |
| b. 5, f. 69 | William Bingham Foundation | 2003 |
| b. 5, f. 70 | William Randolph Hearst Foundation | 2004 |
| b. 5, f. 71-72 | The Witter Bynner Foundation for Poetry <i>2 Folders</i> | 1999-2002 |
| b. 29 | Computer disks relating to operations <i>4 floppy disks</i> Computer disks that have been separated from the files in Series I. for preservation purposes. Box 29 (Computer disks): Restricted fragile material. Reference copies may be requested. Consult Access Services for further information. | undated |

Series II: Programs, 1996-2011*8 linear feet (8 boxes)*

| | | |
|----------------|--|---------------|
| b. 6, f. 1-4 | New York City class <i>4 Folders</i> | 1999 |
| b. 6, f. 5 | Personnel policies poet's house | 1999 |
| b. 6, f. 6 | Russell Goings thank-you note | 1999 |
| b. 6, f. 7 | Reading at Mt. St. Alphonsus | 1999 |
| b. 6, f. 8 | Philadelphia benefit reading | 1999 |
| b. 6, f. 9 | New York City reading | 1999 |
| b. 6, f. 10 | Poet's House free 10 week workshop | 1999 Spring |
| b. 6, f. 11 | Schomburg workshop | 1999 |
| b. 6, f. 12 | Borders Books invite | 1999 February |
| b. 6, f. 13 | Workshop submissions and replies | 1999 |
| b. 6, f. 14 | New York City and Minnesota classes | 2000 |
| b. 6, f. 15 | Minnesota evaluations | 2000 |
| b. 6, f. 16-17 | New York City workshop evaluations <i>2 Folders</i> | 2000 |
| b. 6, f. 18 | Reunion | 2000 |
| b. 6, f. 19 | First Books, reading | 2000 |
| b. 6, f. 20 | Calendar | 2000 |
| b. 6, f. 21 | New York City workshop recipients | 2000 Fall |
| b. 6, f. 22 | New York City workshop applicants | 2000 Fall |
| b. 6, f. 23 | New York City workshop feedback | 2000 Fall |
| b. 6, f. 24 | Twin Cities workshop | 2000 |
| b. 6, f. 25 | New Orleans reading | 2000 |
| b. 6, f. 26 | Tracie Morris resume | 2000 |
| b. 6, f. 27 | New York City workshop | 2000 Fall |
| b. 6, f. 28 | New York City workshop | 2000 Spring |
| b. 6, f. 29 | Poets and Writers | 1998-2000 |
| b. 6, f. 30 | Newsletter collection request | 2000 |
| b. 6, f. 31 | Virginia Festival of the Book | 2000 |
| b. 6, f. 32 | Grant proposal for documentary program | 2001 |

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|----------------|---|-------------|
| b. 6, f. 33-34 | Poetry prize <i>2 Folders</i> | 2000-2001 |
| b. 6, f. 35 | First Books reading, correspondence, flyers, and programs | 2001 Spring |
| b. 6, f. 36 | Michigan benefit | 2001 |
| b. 6, f. 37 | Twin Cities workshop series | 2001 Spring |
| b. 6, f. 38 | Minnesota, correspondence | 2001 |
| b. 6, f. 39-40 | New York City workshop series <i>2 Folders</i> | 2001 |
| b. 6, f. 41 | Poet's House workshop applicants | 2001 |
| b. 6, f. 42 | Reading schedule | 2001 |
| b. 6, f. 43 | Studio Museum in Harlem, reading | 2001 |
| b. 6, f. 44 | People's Poetry Gathering | 2001 |
| b. 6, f. 45 | Virginia Festival of the Book, public relations and correspondence | 2001 |
| b. 6, f. 46 | Reunion (Philadelphia reading) | 2001 |
| b. 6, f. 47 | 14th St. Y, 5th anniversary for Cave Canem event | 2001 |
| b. 6, f. 48 | Pratt reading, Toi & Cornelius- Baltimore, MD | 2001 |
| b. 6, f. 49 | A conversation and reading with Lucille Clifton and Sonia Sanchez | 2001 |
| b. 6, f. 50 | Twin cities evaluations with Toi Derricotte | 2001 Spring |
| b. 6, f. 51 | New York City workshop evaluation | 2001 Spring |
| b. 6, f. 52 | New York City workshop evaluation | 2001 Fall |
| b. 6, f. 53 | Minnesota evaluations | 2001 Fall |
| b. 6, f. 54 | An Evening of Poetry | 2001 |
| b. 29 | Back-up files <i>1 floppy disk</i> Restricted fragile material. Reference copies may be requested. Consult Access Services for further information. | |
| b. 7, f. 1 | Gwendolyn Brooks Memorial Reading | 2001 |
| b. 7, f. 2 | New York City workshop | 2002 Spring |
| b. 7, f. 3-4 | Studio Museum in Harlem reading <i>2 Folders</i> | 2002 |
| b. 7, f. 5 | Poetry workshop reading | 2002 |
| b. 7, f. 6 | Philadelphia reading | 2002 |
| b. 7, f. 7 | Loft Literary Center workshop | 2002 |

| | | |
|----------------|--|-------------|
| b. 7, f. 8 | Sonia Sanchez and The Academy: one day conference | 2002 |
| b. 7, f. 9 | Museum of African American History | 2002 |
| b. 7, f. 10 | Pratt Library | 2002 |
| b. 7, f. 11 | The Academy of American Poets | 2002 |
| b. 7, f. 12 | Reading and Poetry Prize event | 2003 |
| b. 7, f. 13 | Montclair reading | 2003 |
| b. 7, f. 14 | Lyrae's tour | 2003 |
| b. 7, f. 15 | Reunion | 2003 |
| b. 7, f. 16 | AWP reading | 2003 |
| b. 7, f. 17 | Legacy conversation and reading | 2003 |
| b. 7, f. 18-19 | Studio Museum of Harlem <i>2 Folders</i> | 2003 |
| b. 7, f. 20 | VA Festival of the Book | 2003 |
| b. 7, f. 21 | Minnesota master class | 2003 |
| b. 7, f. 22 | New York City workshop with Cheryl Clarke | 2003 |
| b. 7, f. 23 | New York City workshop with Erica Hunt | 2003 Fall |
| b. 7, f. 24 | New Jersey workshop with Willie Perdomo | 2003 Fall |
| b. 7, f. 25 | Warhol Museum | 2003 |
| b. 7, f. 26 | 10th Anniversary | 2006 |
| b. 7, f. 27 | Sample reading invitations | |
| b. 7, f. 28 | Cave Canem at the Warhol, retreat | 2003 |
| b. 7, f. 29 | Obadike | 2006 Spring |
| b. 7, f. 30 | Wisher | 2006 Spring |
| b. 7, f. 31 | New Jersey workshop with Tracy K. Smith | 2005 |
| b. 7, f. 32 | New Jersey workshop II with Phebus Etienne | 2005 |
| b. 7, f. 33 | New Jersey workshop applicant submissions | 2005 |
| b. 7, f. 34-35 | Norfolk State University reading <i>2 Folders</i> | 2011 |
| b. 7, f. 36 | Cave Canem Brings the Drama! | 2011 |
| b. 7, f. 37 | Studio Museum in Harlem | 2006 |
| b. 7, f. 38 | Workshops | 2004 |

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|----------------|---|---------------|
| b. 7, f. 39 | Madhubuti/Elizabeth Alexander reading | 2004 |
| b. 7, f. 40 | Legacy: Harryette Mullen/ Lorenzo Thomas | 2004 |
| b. 7, f. 41 | New York City workshop with Quincy Troupe | 2004 Spring |
| b. 7, f. 42 | New York City workshop with Patricia Spears Jones | 2004 Fall |
| b. 7, f. 43 | New Jersey workshop with Cheryl Clark | 2004 Fall |
| b. 7, f. 44 | Letter regarding Herman Beavers participation in the Black Writers Conference | 2004 |
| b. 7, f. 45 | New Jersey workshop | 2004 Speing |
| b. 7, f. 46 | Minnesota master class | 2004 |
| | Legacy conversations | |
| b. 7, f. 47 | Elizabeth Alexander/ Haki Madhubuti | 2004 |
| b. 7, f. 48 | Video proposal | 2001 |
| b. 7, f. 49 | Video: Harper and Weaver, transcription | 2003 |
| b. 29 | Harper-Weaver conversation transcript <i>1 3.5 inch disk</i> Restricted fragile material. Reference copies may be requested. Consult Access Services for further information. | 2003 March 13 |
| b. 7, f. 50 | Video: Thomas and Mullen, release statement | 2004 |
| b. 7, f. 51 | Video distributors | undated |
| b. 7, f. 52 | Tracie Morris and Amiri Baraka | undated |
| b. 7, f. 53 | Harryette Mullen and Lorenzo Thomas | 2005 |
| b. 7, f. 54 | Black Renaissance | 2003 |
| b. 7, f. 55 | Correspondence | 2001-2005 |
| b. 7, f. 56 | Elizabeth Alexander and Rita Dove | 2003 |
| b. 7, f. 57 | Toi Derricotte's questions | 2001 |
| b. 7, f. 58 | E. Ethelbert Miller interviewed by Elizabeth Alexander | 2009 |
| b. 7, f. 59 | Video: Walcott and Alexander, transcription | 2005 |
| b. 7, f. 60 | Sonia Sanchez and Lucille Clifton | undated |
| b. 7, f. 61-62 | Michael Harper and Afaa Weaver <i>2 Folders</i> | 2003 |
| b. 8, f. 1 | Soul Mountain Retreat & Cave Canem at Hill-Stead Museum's Sunken Garden Poetry & Music Festival, Farmington, CT | 2009 |
| b. 8, f. 2 | Facing Pages | 2008 |

| | | |
|--|--|----------------|
| b. 8, f. 3 | 10th anniversary media partnership/ sponsor list- prospective | undate |
| b. 8, f. 4 | Soul Mountain Retreat | 2007 |
| b. 8, f. 5 | Vermont Studio Center | 2007 |
| b. 8, f. 6 | Viriginia Center for Creative Arts | 2008-2010 |
| b. 8, f. 7 | New York City workshops | 2008 Fall |
| b. 8, f. 8 | New York City workshops, evaluations | 2008 Spring |
| b. 8, f. 9 | "Waking the Ancestors," Patricia Smith, New York City workshop | 2007 March-May |
| b. 8, f. 10 | New Jersey workshop I | 2006 |
| b. 8, f. 11 | Pocantico Residence Program | 2008-2011 |
| b. 8, f. 12 | Program summary chronology | 2007-2008 |
| Association of Writers & Writing Programs Annual Conference & Bookfair | | |
| b. 8, f. 13-17 | Information books <i>5 Folders</i> | 2008-2011 |
| b. 8, f. 18 | Name tags and lanyards | 2011 |
| b. 8, f. 19-20 | Tote bags <i>2 Folders</i> | 2011-2012 |
| Retreats | | |
| b. 8, f. 21 | Publicity brochure | 1997 |
| b. 8, f. 22 | Evaluations | 1997 |
| b. 8, f. 23 | Schedule of Events | 1998 |
| b. 8, f. 24 | Contact lists, fellows, board members, and faculty | 1998 |
| b. 8, f. 25 | Annual report | 1998 |
| b. 8, f. 26 | Workshop retreat masters | 1998 |
| b. 8, f. 27 | Scholarships | 1998 |
| b. 8, f. 28 | Participant packets | 1998 |
| b. 8, f. 29 | Evaluation results | 1998 |
| b. 8, f. 30 | Applicants, yes and wait list | 1999 |
| b. 8, f. 31 | Applicants, no's | 1999 |
| b. 8, f. 32 | Registrations | 1999 |
| b. 8, f. 33 | Scholarships | 1999 |
| b. 8, f. 34 | Faculty | 1999 |

Retreats (continued)

| | | |
|----------------|--|------|
| b. 8, f. 35 | Faculty contracts, signed | 1999 |
| b. 8, f. 36 | Guests | 1999 |
| b. 8, f. 37 | Faculty contracts | 1999 |
| b. 8, f. 38 | Faculty correspondence | 1999 |
| b. 8, f. 39 | Travel packet | 1999 |
| b. 8, f. 40 | Letters to participants | 1999 |
| b. 8, f. 41 | Schedule | 1999 |
| b. 8, f. 42 | Participant correspondence and packet | 1999 |
| b. 8, f. 43 | Faculty evaluations | 1999 |
| b. 8, f. 44 | Evaluations | 1999 |
| b. 9, f. 1 | Evaluation form | 2000 |
| b. 9, f. 2 | Harryette's Handouts | 2001 |
| b. 9, f. 3 | Faculty Evaluations | 2000 |
| b. 9, f. 4 | Guest poets | 2000 |
| b. 9, f. 5 | Fellows list | 2000 |
| b. 9, f. 6 | Faculty | 2000 |
| b. 9, f. 7 | Fellow registration form | 2000 |
| b. 9, f. 8 | Correspondence between Michelle Elliott & Terrance Hayes | 2000 |
| b. 9, f. 9 | Summer retreat maps & correspondence | 2000 |
| b. 9, f. 10 | Attendees, profiles | 2000 |
| b. 9, f. 11 | Expenses | 2000 |
| b. 9, f. 12 | Scholarships | 2000 |
| b. 9, f. 13-14 | Annual report <i>2 Folders</i> | 2000 |
| b. 9, f. 15 | Packet for fellows | 2000 |
| b. 9, f. 16 | Working schedule | 2001 |
| b. 9, f. 17 | Scholarships | 2001 |
| b. 9, f. 18 | Correspondence to applicants/fellows | 2001 |
| b. 9, f. 19 | Information | 2001 |
| b. 9, f. 20 | Correspondence for 2001 | 2000 |
| b. 9, f. 21 | Waitlist and foundations | 2001 |

Retreats (continued)

| | | |
|-------------|--|-----------|
| b. 9, f. 22 | Faculty contracts | 2001 |
| b. 9, f. 23 | Information | 2001 |
| b. 9, f. 24 | Cranbrook correspondence | 2001 |
| b. 9, f. 25 | Information | 2001 |
| b. 9, f. 26 | Evaluations | 2001 |
| b. 9, f. 27 | Registration | 2001 |
| b. 9, f. 28 | Cranbrook rental agreement | 2001 |
| b. 9, f. 29 | Lenard D. Moore Correspondence | 2001 |
| b. 9, f. 30 | Cranbrook correspondence | 2001 |
| b. 9, f. 31 | Income and expense | 2001 |
| b. 9, f. 32 | Faculty biographies | 2001 |
| b. 9, f. 33 | Annual report | 2001 |
| b. 9, f. 34 | Schedule and expenses | 2002 |
| b. 9, f. 35 | Scholarships | 2002 |
| b. 9, f. 36 | Cranbrook letter of support | 2002 |
| b. 9, f. 37 | Cranbrook site | 2002 |
| b. 9, f. 38 | Food | 2002 |
| b. 9, f. 39 | Cranbrook correspondence | 2002 |
| b. 9, f. 40 | Budget and annual report | 2002 |
| b. 9, f. 41 | Schedule | 2002 |
| b. 9, f. 42 | Cranbrook contract | 2002 |
| b. 9, f. 43 | Cranbrook bill and letters | 2002 |
| b. 9, f. 44 | Welcome packet | 2002 |
| b. 9, f. 45 | InsideOut | 2001-2002 |
| b. 9, f. 46 | Waitlist | 2002 |
| b. 9, f. 47 | Faculty | 2002 |
| b. 9, f. 48 | Report | 2002 |
| b. 9, f. 49 | Profile summary | 2002 |
| b. 9, f. 50 | Schedule | 2003 |
| b. 9, f. 51 | University of Pittsburgh at Greensburg | 2003 |

Retreats (continued)

| | | |
|-------------|---|------|
| b. 9, f. 52 | Packet | 2003 |
| b. 9, f. 53 | Letter to fellows | 2003 |
| b. 9, f. 54 | Accepted, rejected, and waitlisted fellows | 2003 |
| b. 9, f. 55 | Faculty and directors correspondence | 2003 |
| b. 9, f. 56 | Comparison of sites | 2003 |
| b. 9, f. 57 | Contracts | 2003 |
| b. 9, f. 58 | Participants choice | 2003 |
| b. 9, f. 59 | University of Pittsburgh correspondence | 2003 |
| b. 9, f. 60 | Letter to fellows with 5+ years | 2003 |
| b. 9, f. 61 | Pittsburgh press/media addresses | 2003 |
| b. 9, f. 62 | Photograph permission | 2003 |
| b. 9, f. 63 | Library | 2003 |
| b. 9, f. 64 | University of Pittsburg at Greensburg contract | 2003 |
| b. 9, f. 65 | University of Pittsburgh correspondence | 2003 |
| b. 9, f. 66 | Site needs | 2003 |
| b. 9, f. 67 | Faculty | 2003 |
| b. 9, f. 68 | Scholarships | 2003 |
| b. 9, f. 69 | Report | 2003 |
| b. 9, f. 70 | Expense report | 2004 |
| b. 9, f. 71 | University of Pittsburgh at Greensburg billing and correspondence | 2004 |
| b. 9, f. 72 | Staff contract and letters | 2004 |
| b. 9, f. 73 | Pamphlets | 2004 |
| b. 9, f. 74 | Pittsburgh/Greensburg travel information | 2004 |
| b. 9, f. 75 | Correspondence to fellows | 2004 |
| b. 9, f. 76 | Public relations | 2004 |
| b. 9, f. 77 | Mentor/Mentee list | 2004 |
| b. 9, f. 78 | Letter to returning fellows | 2004 |
| b. 9, f. 79 | Accepted, rejected, and waitlisted fellows | 2004 |
| b. 10, f. 1 | Juneteenth Prods. | 2005 |
| b. 10, f. 2 | Information | 2006 |

Retreats (continued)

| | | |
|-----------------|--|---------------|
| b. 10, f. 3 | Fellow evaluations | 2007 |
| b. 10, f. 4 | Photograph and printed material | 2008 |
| b. 10, f. 5 | Applications | 2008 |
| b. 10, f. 6 | Evaluations | 2008 |
| b. 10, f. 7 | Applications | 2009 |
| b. 10, f. 8 | Photographs and printed material | 2009 |
| b. 10, f. 9 | Photographs and correspondence | 2010 |
| b. 10, f. 10 | Promotional material | 2010 |
| b. 10, f. 11 | Evaluations and printed material | 2011 |
| b. 10, f. 12-16 | Applications <i>5 Folders</i> | 2010 |
| b. 11, f. 1-3 | Applications <i>3 Folders</i> | 2010 |
| b. 11, f. 4-14 | Applications <i>11 Folders</i> | 2011 |
| b. 12, f. 1-14 | Applications <i>14 Folders</i> | 2012 |
| b. 13, f. 1-3 | Alison Meyer's datebooks <i>3 Folders</i> | 2006-2008 |
| Correspondence | | |
| b. 13, f. 4 | Micklem email | 1999-2000 |
| b. 13, f. 5 | Board members | 1998, undated |
| b. 13, f. 6 | Chigaco- Guild | 1999 |
| b. 13, f. 7 | Conference call | undated |
| b. 13, f. 8 | Brochure, drafts and final print version | 2006 |
| b. 13, f. 9 | Planning committee call | 2005 August |
| b. 13, f. 10 | Latino poets, outreach | 2005 |
| b. 13, f. 11 | Latino Writer's Conference | undated |
| b. 13, f. 12 | Newsletter graphics example | 1998 |
| b. 13, f. 13 | Newsletter opportunity requests | 1997 |
| b. 13, f. 14 | Funder research | 2000 |
| b. 13, f. 15 | Grant and research files | 1998 |
| b. 13, f. 16 | Notes from Holly Sidford (Urban Institute) | 2001 |

Correspondence (continued)

| | | |
|--------------|---|---------------|
| b. 13, f. 17 | Suggestions from advisory board and others | 1997 |
| b. 13, f. 18 | Carrie Nickens- "Miss Carrie" 1913-2008 | 2008 |
| b. 13, f. 19 | VIP contacts | 1999 |
| b. 13, f. 20 | Board of directors invite letter | 1999 |
| b. 13, f. 21 | Letters to individuals | 1998 |
| b. 13, f. 22 | Proposal rejections | 1998-1999 |
| b. 13, f. 23 | Copies of approval letters for grants | 1998 |
| b. 13, f. 24 | Cornelius Eady correspondence regarding fundraising | undated |
| b. 13, f. 25 | Kate Rushin- Afaa Weaver, email | 1997 |
| b. 13, f. 26 | Letters to individuals | 1997 |
| b. 13, f. 27 | Communication for funding strategies, notes, correspondence, and lay-outs | 2002 April |
| b. 13, f. 28 | Sarah Micklem notes | 2000 |
| b. 13, f. 29 | Carolyn Micklem correspondence | 1999-2001 |
| b. 13, f. 30 | SASE | 1998 |
| b. 13, f. 31 | Malaika Adero | 1999-2000 |
| b. 13, f. 32 | Micklem saved reference material | undated |
| b. 13, f. 33 | Advertisements | 2001 |
| b. 13, f. 34 | Promotional plan research | 2000 |
| b. 13, f. 35 | Unsorted correspondence | 1999-2001 |
| b. 13, f. 36 | Thank you notes and well wishes | 2007-2010 |
| b. 13, f. 37 | Correspondence/ ephemera | 2008-2011 |
| b. 13, f. 38 | The Virginia Foundation for the Humanities, program director correspondence | 2003 |
| b. 13, f. 39 | Carolyn Micklem | 2002 |
| b. 13, f. 40 | Claudia Ann Seaman Poetry Award | 2001 |
| b. 13, f. 41 | Michael Harper | 2001 December |
| b. 13, f. 42 | Tape correspondence | 2001 |
| b. 13, f. 43 | Virginia libraries | 2001 |
| b. 13, f. 44 | General Motors | 2001 |
| b. 13, f. 45 | Linda Susan Jackson Archives | 2010 |
| b. 13, f. 46 | Foundation research, articles, etc. | 1996-1997 |

Correspondence (continued)

| | | |
|---------------|-------------------------|-------------|
| b. 13, f. 47 | Vendor information | 2000 |
| b. 13, f. 48 | Correspondence | 2008 |
| Miscellaneous | | |
| b. 13, f. 49 | Unsolicited submissions | 2011 |
| b. 13, f. 50 | Board search committee | 1999 |
| b. 13, f. 51 | Workshop chapbooks | 2011 Spring |

Series III: Publishing, 1996-2011*8 linear feet (8 boxes)*

| Poetry prize | | |
|-----------------|---|-----------|
| b. 14, f. 1-20 | Poetry prize manuscript submissions <i>20 Folders</i> | 2009 |
| b. 14, f. 21-28 | Poetry prize manuscript submissions <i>8 Folders</i> | 2010 |
| b. 15, f. 1-32 | Poetry prize manuscript submissions <i>32 Folders</i> | 2010 |
| b. 16, f. 1-36 | Poetry prize manuscript submissions <i>36 Folders</i> | 2010 |
| b. 17, f. 1-17 | Poetry prize manuscript submissions <i>17 Folders</i> | 2010 |
| b. 17, f. 18-34 | Poetry prize manuscript submissions <i>17 Folders</i> | 2012 |
| b. 18, f. 1-35 | Poetry prize manuscript submissions <i>35 Folders</i> | 2012 |
| b. 19, f. 1-31 | Poetry prize manuscript submissions <i>31 Folders</i> | 2012 |
| Website | | |
| b. 20, f. 1 | Registration | 2003 |
| b. 20, f. 2 | Domain agreement | 2000-2002 |
| b. 20, f. 3 | Publisher permission | 2002 |
| b. 20, f. 4 | Permissions | 2002 |
| b. 20, f. 5 | Register.com | 2005 |
| b. 20, f. 6 | Reggie Harris | 2002 |
| b. 20, f. 7 | Web hosting | 2002 |
| b. 20, f. 8 | Final website rewrite | 2005 |
| b. 20, f. 9 | Contract with Willow Books | 2011 |
| b. 20, f. 10 | Cave Canem Anthology XII | 2008-2009 |
| b. 20, f. 11-12 | Cave Canem Northwestern University Press Poetry Prize <i>2 Folders</i> | 2010 |
| b. 20, f. 13 | Publishing contracts | 2000-2004 |
| b. 20, f. 14 | University of Georgia prize contract | 2006 |
| Publications | | |

Publications (continued)

| | | |
|-----------------------------|---|-----------|
| b. 20, f. 15 | College list | undated |
| b. 20, f. 16 | University of Georgia Press: Legacy Conversations | undated |
| b. 20, f. 17 | University of Pittsburgh contract | 2000-2008 |
| b. 20, f. 18 | Retail sites- Massachusetts | undated |
| b. 20, f. 19 | Roth Publishing | 2001-2002 |
| Publishing: Teaching Poetry | | |
| b. 20, f. 20 | Solicitation for pedagogy materials | undated |
| b. 20, f. 21 | University of Georgia proposal: teaching poetry | undated |
| b. 20, f. 22 | Krista- curriculum | 2005 |
| b. 20, f. 23 | Exercises | 2000 |
| b. 20, f. 24 | Hughes: "The Negro Artist and the Racial Mountain" | undated |
| b. 20, f. 25 | Black Aesthetic | undated |
| Book Proposals | | |
| b. 20, f. 26 | Proposal | 2006 |
| b. 20, f. 27 | University of Georgia: future projects | undated |
| b. 20, f. 28 | Small presses report | undated |
| b. 20, f. 29 | University of Georgia Press: teaching proposal | undated |
| b. 20, f. 30 | Cave Canem Poetry Prize | 2010 |
| b. 20, f. 31-32 | Cave Canem Poetry Prize <i>2 Folders</i> | 2009 |
| Cave Canem Poetry Prize | | |
| b. 20, f. 33 | Prize winner: Ronaldo V. Wilson | 2007 |
| b. 20, f. 34 | Prize winner: Dawn Lundy Martin | 2006 |
| b. 20, f. 35 | Prize winners' achievements | 2003 |
| b. 20, f. 36 | The Listening, reviews | 2005 |
| b. 20, f. 37 | Lions Don't Eat Us, reviews | 2006 |
| b. 20, f. 38 | Masters, prize reviews | 2004 |
| b. 20, f. 39 | Newark News Ledger | 2004 |
| b. 20, f. 40 | Guidelines | 2004-2005 |
| b. 20, f. 41 | Ronaldo V. Wilson, Narrative of the Life of the Brown Boy and the White Man | undated |
| b. 20, f. 42 | Poetry Prize | 2001 |

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|--------------|--|---------------|
| b. 20, f. 43 | Anthology orders Yale University Library | 2002 |
| b. 20, f. 44 | MCACA mailing | 2001 November |
| b. 20, f. 45 | Anthology, Michigan mailing | 2001 |
| b. 20, f. 46 | Anthology flyer, master | 2001 |
| b. 20, f. 47 | Anthology | 2003 |
| b. 20, f. 48 | Doug Kearney ideas | 2004 |
| b. 20, f. 49 | Anthology for fellows | 2003 |
| | 2004 Anthology | |
| b. 20, f. 50 | Anthology discussion | 2004-2005 |
| b. 20, f. 51 | Submissions | 2004 |
| b. 20, f. 52 | 5th Anthology correspondence | 2000-2001 |
| | Gathering Ground | |
| b. 20, f. 53 | Archival | 2006 |
| b. 20, f. 54 | Correspondence | 2004-2005 |
| b. 20, f. 55 | University of Michigan- contract | 2004-2008 |
| b. 20, f. 56 | Faculty/ participants/ prize recipients | undated |
| b. 20, f. 57 | Marketing form | undated |
| b. 20, f. 58 | Press | 2004-2006 |
| b. 20, f. 59 | Promotion | 2006 |
| b. 20, f. 60 | Submissions | 2004 |
| | Ringling Ear | |
| b. 29 | Finney, Cave Canem, edited manuscript, PDF: FM & Poems <i>1 compact disc</i> Restricted fragile material. Reference copies may be requested. Consult Access Services for further information. | undated |
| b. 20, f. 61 | Contract | 2006 |
| b. 20, f. 62 | Contract for the Ringling Ear, Nikki Finney | 2006 |
| b. 20, f. 63 | Author's guide | undated |
| b. 20, f. 64 | Nikki Finney | 2003 |
| b. 20, f. 65 | Final poets list | undated |
| b. 20, f. 66 | Introduction | 2006 |

Ringing Ear (continued)

| | | |
|------------------|---|-----------|
| b. 20, f. 67 | Marketing plan | undated |
| b. 20, f. 68 | Lenard Moore | 2002-2006 |
| b. 20, f. 69 | Finney interview: Lucile Clifton | 2006 |
| b. 20, f. 70 | Acceptance/ rejection letters | 2006 |
| b. 29 | Southern Anthology acceptance letter <i>13.5 inch disk</i> Restricted fragile material. Reference copies may be requested. Consult Access Services for further information. | |
| b. 20, f. 71 | Correspondence | 2003-2006 |
| b. 20, f. 72 | Permissions | 2006 |
| b. 20, f. 73 | Tour | 2006 |
| b. 20, f. 74 | Contents and poet labels | undated |
| b. 20, f. 75 | Reviews | 2007 |
| b. 20, f. 76 | Submissions | 2003 |
| b. 20, f. 77 | Testimonials | 2002 |
| b. 20, f. 78 | Teachers' list | undated |
| Printed material | | |
| b. 21, f. 1-4 | Cave Canem Anthologies <i>4 Folders</i> | 1996-2007 |
| b. 21, f. 5-10 | Prize winning books <i>6 Folders</i> | 1999-2011 |
| Articles | | |
| b. 21, f. 11 | Washington City Paper: "Heirs of the Dog" | 1997 |
| b. 21, f. 12 | Detroit Free Press: "Desiree Cooper: Poet draws others to sip at writer well" | 2000 |
| b. 21, f. 13 | The Nation: "The Speed of Poetry" | 2000 |
| b. 21, f. 14 | American Poet: Cave Canem | 2000 |
| b. 21, f. 15 | Mosaic Literary Magazine: publications on Cave Canem | 2002 |
| b. 21, f. 16 | Pluck!: an article on Cave Canem | 2007 |
| b. 21, f. 17 | Unsorted magazines | undated |

Series IV: Promotional Material and Collateral Literature, 1996-2011

1 linear foot (1 box)

| | | |
|--------------|--|---------------------|
| b. 22, f. 1 | Past newsletters | 1998, 2005, 2006 |
| b. 22, f. 2 | First promotional poster for retreat | 1996 |
| b. 22, f. 3 | Summer retreat poster and brochure | 1997 |
| b. 22, f. 4 | Readings | 1997 |
| b. 22, f. 5 | Workshops | 1998 |
| b. 22, f. 6 | Retreat | 1998 |
| b. 22, f. 7 | Workshops | 1999 |
| b. 22, f. 8 | Retreat | 1999 |
| b. 22, f. 9 | Readings | 1999 |
| b. 22, f. 10 | Poetry prize winner: Natasha Tretheway, published article | 1999 |
| b. 22, f. 11 | Workshops | 2000 |
| b. 22, f. 12 | Prize reading: Rita Dove/ Natasha Tretheway | 2000 |
| b. 22, f. 13 | Readings | 2000 |
| b. 22, f. 14 | Workshops | 2001 |
| b. 22, f. 15 | Readings | 2001 |
| b. 22, f. 16 | Prize reading: Major Jackson | 2001 |
| b. 22, f. 17 | Retreat | 2001 |
| b. 22, f. 18 | Poets & Writers article, "Cave Canem: A Haven for Black Poets" by Shayla Hawkins | 2001 |
| b. 22, f. 19 | Martin Arnold New York Times article mentioning Cave Canem | 2001 |
| b. 22, f. 20 | Fellow mentions | 2002 |
| b. 22, f. 21 | Workshops | 2002 |
| b. 22, f. 22 | Retreat | 2002 |
| b. 22, f. 23 | Studio Museum | 2002 |
| b. 22, f. 24 | Legacy: Jayne Cortez/ Sekou Sundiata | 2002 October 24 |
| b. 22, f. 25 | Reading: Komunyakaa | 2002 |
| b. 22, f. 26 | Reunion reading | 2003 |
| b. 22, f. 27 | Poetry jam | 2003 |
| b. 22, f. 28 | Readings | 2003 |

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|--------------|---|---------|
| b. 22, f. 29 | The Michigan Chronicle article on Toi Derricotte and Cave Canem by Patrick Keating | 2003 |
| b. 22, f. 30 | Pittsburgh Post: "Cave Canem carves out protected place for poets" by Bob Hoover | 2003 |
| b. 22, f. 31 | Tribune-Review: "Cave Canem gives minority poets a forum" by Maryann Gogniat Eidemiller | 2003 |
| b. 22, f. 32 | Pittsburg City Paper: "Verse Camp" by Dan Eldridge | 2003 |
| b. 22, f. 33 | Every Wednesday: "Cave Canem readers featured at MICA" by D. C. Culbertson | 2003 |
| b. 22, f. 34 | 8th anniversary celebration | 2003 |
| b. 22, f. 35 | Studio museum | 2003 |
| b. 22, f. 36 | Legacy: Rita Dove/ Elizabeth Alexander | 2003 |
| b. 22, f. 37 | Workshops | 2003 |
| b. 22, f. 38 | Prize reading: Tracy Smith | 2003 |
| b. 22, f. 39 | Detroit Free Press: "Cooper's Town" by Desiree Cooper | undated |
| b. 22, f. 40 | National Black Programming Consortium | 2004 |
| b. 22, f. 41 | Program brochures | 2005 |
| b. 22, f. 42 | Workshops | 2005 |
| b. 22, f. 43 | Prize reading: Amber Flora Thomas | 2005 |
| b. 22, f. 44 | Retreat | 2005 |
| b. 22, f. 45 | Legacy: Derek Walcott/ Elizabeth Alexander | 2005 |
| b. 22, f. 46 | Readings | 2005 |
| b. 22, f. 47 | New York Amsterdam News: "Derek Walcott on the art of Poetry" by Misani | 2005 |
| b. 22, f. 48 | Legacy: Amiri Baraka/ Tracie Morris | 2005 |
| b. 22, f. 49 | The Black Poetic Tradition Toward the 21st Century | 2005 |
| b. 22, f. 50 | Legacy: Naomi Long Madgett/ Derricotte | 2006 |
| b. 22, f. 51 | Workshops | 2006 |
| b. 22, f. 52 | Studio museum | 2006 |
| b. 22, f. 53 | The New Mexican: Lannan Foundation reading | 2006 |
| b. 22, f. 54 | Readings | 2006 |
| b. 22, f. 55 | Compass: Cave Canem showcases Lucille Clifton | 2006 |
| b. 22, f. 56 | Gathering ground, marketing materials phase I | 2006 |
| b. 22, f. 57 | Poets & Writers: "Eady Sees Cave Canem Success" by Thomas Sawyer Ellis | 2006 |

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|--------------|---|------|
| b. 22, f. 58 | Multicultural Review: Review of Gathering Ground | 2006 |
| b. 22, f. 59 | Rattle: Poetry for the 21st Century | 2009 |
| b. 22, f. 60 | Prize reading | 2007 |
| b. 22, f. 61 | Workshops | 2007 |
| b. 22, f. 62 | Legacy: Charles H. Rowell/ Thomas Sayers Ellis | 2007 |
| b. 22, f. 63 | Program brochures | 2007 |
| b. 22, f. 64 | Legacy: Arnold Rampersad/ Derricotte | 2007 |
| b. 22, f. 65 | Readings | 2007 |
| b. 22, f. 66 | Ringin' Ear: Black Poets Lean South, a Cave Canem anthology | 2007 |
| b. 22, f. 67 | Gathering Ground | 2007 |
| b. 22, f. 68 | Bridge Walk: Eady/ Derricotte honored | 2008 |
| b. 22, f. 69 | Poets & Writers gala benefit dinner | 2008 |
| b. 22, f. 70 | State of the Art | 2008 |
| b. 22, f. 71 | Workshops | 2008 |
| b. 22, f. 72 | Patricia Smith at Enoch Pratt | 2008 |
| b. 22, f. 73 | Poets on Craft: Major Jackson/ Suji Kwock Kim | 2008 |
| b. 22, f. 74 | Poetry prize reading | 2008 |
| b. 22, f. 75 | Collaborations | 2008 |
| b. 22, f. 76 | Legacy: Ishmael Reed/ Al Young | 2008 |
| b. 22, f. 77 | New Year's greeting | 2008 |
| b. 22, f. 78 | Pocantico writing residency | 2008 |
| b. 22, f. 79 | Cave Canem | 2008 |
| b. 22, f. 80 | Seasonal program brochures | 2008 |
| b. 22, f. 81 | "Hardheaded Weather," Eady book debut | 2008 |
| b. 22, f. 82 | Word for Word, Bryant Park | 2008 |
| b. 22, f. 83 | Walter Mosley benefit reading Pittsburgh | 2008 |
| b. 22, f. 84 | Enoch Pratt Free Library reading | 2009 |
| b. 22, f. 85 | Faculty and fellow mentions | 2009 |
| b. 22, f. 86 | The Rona Jaffe Foundation writers' awards | 2009 |
| b. 22, f. 87 | Sunken Garden Poetry & Music Festival | 2009 |

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|---------------------------|--|-----------|
| b. 22, f. 88 | Toi Derricotte- University of Pittsburgh chancellor's distinguished public service award | 2009 |
| b. 22, f. 89 | Tribute to Reginald Shepherd | 2009 |
| b. 22, f. 90 | Black history month reception | 2009 |
| b. 22, f. 91 | Northwestern University Poetry Prize | 2009 |
| b. 22, f. 92 | Elizabeth Alexander- inaugural poet | 2009 |
| b. 22, f. 93 | Poets on Craft: Myronn Hardy & Cathy Park Hong | 2009 |
| b. 22, f. 94 | New year greeting | 2009 |
| b. 22, f. 95 | Program brochures | 2009 |
| b. 22, f. 96 | Instructors read | 2009 |
| b. 22, f. 97 | New York City Workshops | 2009 |
| b. 22, f. 98 | Hygienic Arts | 2009 |
| b. 22, f. 99 | Terrance Hayes and Adrian Metejka | 2009 |
| b. 22, f. 100 | Baltimore Book Festival | 2009 |
| b. 22, f. 101 | Reginald Lewis Museum | 2009 |
| b. 22, f. 102 | Bryant Park Word for Word | 2009 |
| b. 22, f. 103 | Howl Festival Poetry Turn On! | 2009 |
| b. 22, f. 104 | Fellow mentions and events | 2009 |
| b. 22, f. 105 | Readings | 2010 |
| b. 22, f. 106 | Poets promoted | 2010 |
| b. 22, f. 107 | Workshops, readings, and conversations | 2010 |
| b. 22, f. 108 | Ota Benga and the Pygmies | 2010 |
| b. 22, f. 109 | Benefit at Pratt Institute | 2010 |
| b. 22, f. 110 | Program promotion | 2010-2011 |
| b. 22, f. 111 | Mentions | 2011 |
| b. 22, f. 112 | Workshops, readings, and conversations | 2011 |
| b. 27 (Oversize), f. 3 | Posters | 1998-2009 |

Series V: Photographs, 1997-2010

4.25 linear feet (5 boxes)

| | | |
|-------------------------------|---|------------|
| b. 29 | Retreats and legacy conversations <i>2 Folders (21 compact discs and 1 3.5 inch disk)</i> Digital photographs in box 29: Restricted fragile material. Reference copies may be requested. Consult Access Services for further information. | 2004-2008 |
| b. 23, f. 1-35 | Unsorted prints and negatives <i>35 Folders</i> | 1997-2010 |
| b. 24, f. 1-8 | Photographs removed from boxes labeled "Photos to scan" <i>8 Folders</i> | 1997-2002 |
| b. 24, f. 9 | Retreat | 2001 |
| b. 24, f. 10-14 | Workshops, retreats, and readings <i>5 Folders</i> | 2001- 2004 |
| b. 24, f. 15-18 | Headshots and groups <i>4 Folders</i> | 2004 |
| b. 25, f. 1-6 | Headshots and groups <i>6 Folders</i> | 2004 |
| b. 25, f. 7 | Unsorted | undated |
| b. 25, f. 8 | Nuyorican Cafe reading | 1998 |
| b. 25, f. 9 | Pratt Library Reading- Baltimore | 2000 |
| b. 25, f. 10 | Clifton- Sanchez conversations | 2001 |
| b. 25, f. 11 | Reunion- Philadelphia | 2002 |
| b. 25, f. 12 | AWP- Baltimore | 2003 |
| b. 25, f. 13 | Reading- Chicago | 2003 |
| b. 25, f. 14 | Virginia Festival of the Book- Charlottesville | 2003 |
| b. 25, f. 15 | Poetry project- New York City reading | 2003 |
| b. 25, f. 16-17 | Unsorted photographs and negatives <i>2 Folders</i> | 2000-2003 |
| Fellows and faculty headshots | | |
| b. 25, f. 18 | Michelle Berry visit to New York City | 1999 |
| b. 25, f. 19 | Harryette Mullen (faculty) | 1999 |
| b. 25, f. 20 | Sonia Sanchez (faculty) | 1999 |
| b. 25, f. 21 | Candid shots, classrooms | 1999 |
| b. 25, f. 22 | Toni Lightfoot | 1999 |
| b. 25, f. 23 | Evie Shockley | 1999 |

Fellows and faculty headshots (continued)

| | | |
|---------------|--|-----------|
| b. 25, f. 24 | Holly Bass | 1999 |
| b. 25, f. 25 | Ro-Lyan Reid (fellow) | 1999 |
| b. 25, f. 26 | Bakar Wilson | 1999 |
| b. 25, f. 27 | Brandon Johnson | 1999 |
| b. 25, f. 28 | John Frazier | 1999 |
| b. 25, f. 29 | Mistinguette Smith | 1999 |
| b. 25, f. 30 | Carrie Allen McCray | 1999 |
| b. 25, f. 31 | Terrance Hayes and Yona Harvey | 1999 |
| b. 25, f. 32 | Michael Harper (faculty) | 1999 |
| b. 25, f. 33 | Cornelius Eady (faculty) | 1999 |
| b. 25, f. 34 | Tim Seibles (faculty) | 1999 |
| b. 25, f. 35 | Group shots | 1999 |
| b. 26, f. 1 | Outdoors under the smoking tree | 1999 |
| b. 26, f. 2 | Book sales | 1999 |
| b. 26, f. 3 | Nuyorican reading | 1999 |
| b. 26, f. 4 | Reunion- Philadelphia | 1999 |
| b. 26, f. 5-6 | Workshop/retreat <i>2 Folders</i> | 1997-1998 |
| b. 26, f. 7 | Miscellaneous photographs | 1997-1998 |
| b. 26, f. 8 | Website | 2004 |
| b. 26, f. 9 | Unidentified | undated |
| b. 26, f. 10 | Toi and Cornelius | undated |
| b. 26, f. 11 | Summer workshop/retreat classroom shots | 1999 |
| b. 26, f. 12 | Summer workshop/retreat fellow portraits | 1999 |
| b. 26, f. 13 | Summer workshop/retreat faculty | 1999 |
| b. 26, f. 14 | Graduating class | 2000 |
| b. 26, f. 15 | Participant readings- Cranbrook | 2001 |
| b. 26, f. 16 | Summer workshop/retreat party | 2001 |
| b. 26, f. 17 | Activities- Cranbrook and casual shots | 2001 |
| b. 26, f. 18 | Summer workshop/retreat graduating class | 2001 |
| b. 26, f. 19 | Summer workshop/retreat party | 2001 |

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|---------------------------|--|---------|
| b. 26, f. 20 | Summer workshop/retreat classrooms, workshops | 2001 |
| b. 26, f. 21 | Summer workshop/retreat faculty | 2001 |
| b. 26, f. 22 | Summer workshop/retreat group photographs | 2001 |
| b. 26, f. 23 | Summer fellows head shots | 2002 |
| b. 26, f. 24 | Group pictures- summer- Cranbrook ceremonies | 2002 |
| b. 26, f. 25 | Summer- group formal photograph | 2002 |
| b. 26, f. 26 | Summer fellows- group shots | 2002 |
| b. 26, f. 27 | Workshops in action- Cranbrook | 2002 |
| b. 26, f. 28 | Faculty reading- Cranbrook | 2002 |
| b. 26, f. 29 | Summer workshop/retreat classroom shots | 2003 |
| b. 26, f. 30 | Summer informal shots | 2003 |
| b. 26, f. 31 | Summer workshop/retreat casual pictures- dinner room | 2003 |
| b. 26, f. 32 | Summer workshop/retreat last day shots | 2003 |
| b. 26, f. 33 | Summer workshop/retreat formal group photographs | 2003 |
| b. 26, f. 34 | Scenic Cranbrook- various years | undated |
| b. 26, f. 35 | Unidentified | undated |
| b. 27 (Oversize), f. 1 | Graduation, notes to Carolyn | 2006 |
| b. 27 (Oversize), f. 2 | Faculty and fellows, headshots | |

Series VI: Audiovisual Material, 2002-2011*0.42 linear feet (1 box)*

Box 28 (audio and video cassettes): Restricted fragile material. Reference copies may be requested. Consult Access Services for further information.

Compact discs in Box 29: Restricted fragile material. Reference copies may be requested. Consult Access Services for further information.

| | | |
|------------------------------|--|--------------------|
| b. 29 | Program audio files- Legacy Conversations, readings <i>2 Folders (21 compact discs)</i> | 2002-2011 |
| b. 28 | Program audio files- Legacy Conversations, readings <i>2 Folders (6 audiocassettes)</i> | 2003-2005 |
| b. 28, ■■■ 39002091396888 | Amiri Baraka, MFA, writing NSV (1 of 2) <i>1 Audiocassette 01:34:33 Duration (HH:MM:SS.mmm)</i> The program is distorted at times. The program begins abruptly. [Aviary] jwjms013039002091396888a.u.mp3 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2005 May 14 |
| b. 28, ■■■ 39002091396896 | Amiri Baraka, MFA, writing NSV (2 of 2) <i>1 Audiocassette 00:50:09 Duration (HH:MM:SS.mmm)</i> The program begins abruptly. The program is distorted at times. [Aviary] jwjms013039002091396896a.u.mp3 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2005 May 14 |
| b. 28, ■■■ 39002091396904 | Lorenzo Thomas / Harryette Mullen (1 of 2), copy <i>1 Audiocassette 01:34:15 Duration (HH:MM:SS.mmm)</i> Static and a high amount of hiss can be heard. The program is distorted at times. The audio is at a low level from 26:45 until the end of the program. A warble can be heard on the program. Audio, at times, may sound unclear or hollow. The program begins and ends abruptly. [Aviary] jwjms013039002091396904a.u.mp3 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2004 October 26 |
| b. 28, ■■■ 39002091396912 | Lorenzo Thomas / Harryette Mullen (2 of 2) <i>1 Audiocassette 00:20:24 Duration (HH:MM:SS.mmm)</i> The program begins abruptly. High frequency background noise can be heard. [Aviary] jwjms013039002091396912.u.mp3 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2004 October 26 |
| b. 28, ■■■ 39002091396920 | Conversation with Rita Dove & Elizabeth Alexander, NSU, original (1 of 2) <i>1 Audiocassette 01:34:47 Duration (HH:MM:SS.mmm)</i> The program begins and ends abruptly. Audio, at times, sounds hollow or unclear at times. [Aviary] jwjms013039002091396920a.u.mp3 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2003 October 2 |

Program audio files- Legacy Conversations, readings (continued)

| | | |
|------------------------------|--|----------------|
| b. 28, ■■■ 39002091396938 | Conversation with Rita Dove & Elizabeth Alexander, NSU, original (2 of 2) <i>1 Audiocassette 00:19:48 Duration (HH:MM:SS.mmm)</i> The program begins abruptly. [Aviary] jwjms013039002091396938.u.mp3 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2003 October 2 |
| b. 28 | Fellows and faculty readings <i>8 mini digital video cassettes</i> | 2011 June |
| b. 28, ■■■ 39002057145667 | Faculty pt. #1: Hayes, Rankine, Phillips (1 of 2) <i>1 Videocassette (MiniDV) 01:01:39 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145667.u.mp4 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2011 June 20 |
| b. 28, ■■■ 39002057145675 | Faculty pt. #2: Philips (2 of 2) <i>1 Videocassette (MiniDV) 00:10:37 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145675.u.mp4 | 2011 June 20 |
| b. 28, ■■■ 39002057145600 | Fellows Reading, part 1 of 2 <i>1 Videocassette (MiniDV) 01:04:00 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145600.u.mp4 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2011 June 21 |
| b. 28, ■■■ 39002057145618 | Fellows Reading, part 2 of 2 <i>1 Videocassette (MiniDV) 00:22:27 Duration (HH:MM:SS.mmm)</i> The program begins abruptly. [Aviary] jwjms013039002057145618.u.mp4 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2011 June 21 |
| b. 28, ■■■ 39002057145642 | Fellows Reading, part 1 of 2 <i>1 Videocassette (MiniDV) 01:03:34 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145642.u.mp4 | 2011 June 22 |
| b. 28, ■■■ 39002057145659 | Fellows Reading, part 2 of 2 <i>1 Videocassette (MiniDV) 00:31:25 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145659.u.mp4 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2011 June 22 |
| b. 28, ■■■ 39002057145634 | Fellows Reading, part 1 of 2 <i>1 Videocassette (MiniDV) 00:32:02 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145634.u.mp4 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2011 June 24 |
| b. 28, ■■■ 39002057145626 | Fellows Reading, part 2 of 2 <i>1 Videocassette (MiniDV) 01:02:14 Duration (HH:MM:SS.mmm)</i> [Aviary] jwjms013039002057145626.u.mp4 Audiovisual material. Restricted fragile. Reference copies may be requested. Consult Access Services for further information. | 2011 June 24 |

Series VII: Computer Media and Files*0.42 linear feet (1 box)*

Consists of an external hard drive and other media received with the collection, as well as files transferred to Beinecke from Cave Canem.

Digital media in Box 29: Restricted fragile material. Reference copies may be requested. Consult Access Services for further information.

External hard drive undated
69 Gigabytes (48,627 files)

Administrative files from the tenure of directors Carolyn Micklem and Alison Meyers, as well as files related to grants, proposals, and publications.

Some files are restricted and may not be consulted before 2033 January 1. Consult the appropriate curator for more information.

b. 29 [no label information]
2013-ycal-66-0056
1 External Hard Drive

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.

Some files are restricted and may not be consulted before 2033 January 1. Consult the appropriate curator for more information.

Digital Files

Computer files copied from an external hard drive supplied by the Beinecke Library for the purpose of file transfer.

Some files are restricted and may not be consulted before 2033 January 1. Consult the appropriate curator for more information.

b. 29 [no label information]
2013-ycal-66-0057
1 External Hard Drive

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.

Some files are restricted and may not be consulted before 2033 January 1. Consult the appropriate curator for more information.

b. 29 Cave Canem fonts {Elspeth Janson Cave Canem stationary, fax MASTERS DISK 2. Load these fonts via Suitcase first.
2013-ycal-66-0001
1 3.5_floppy_disk

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.

b. 29 Disk 1 Jerome proposal LOAD FONTS ON DISK 2 budget boards cover letter vitae of founders Funder chart, rejection list Funder letter (Barnes + Noble, 4/13/97)
2013-ycal-66-0002
1 3.5_floppy_disk

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.

- b. 29 -stationary masters (in Quark) -Mailing lists -Letters to applicants (form) -
Proposal text, budget, etc (Jerome 11/97) -Brochure text, various other files
2013-ycal-66-0003
1 3.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 Disk 3 Address labels - needs CC logo envelope master Needs "envelopes /
cornelius" "envelopes / Toi" Also needs fonts on Disk 2 -job description, timeline
2013-ycal-66-0004
1 3.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 CAVE CANEM 2001 Back-up 7-31-02 01-CC 2001
2013-ycal-66-0005
1 3.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 Harper-Weaver Conversation transcript 3-13-03
2013-ycal-66-0006
1 3.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 Finney, Cave Canem edited MS, PDF: FM & poems
2013-ycal-66-0007
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 Southern Anthology Acceptance Letter Ref. Letter B & R Accepts
2013-ycal-66-0008
1 3.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 Roll#: 378740 Date: 17-MAR-04 Kodak Picture CD
2013-ycal-66-0009
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 Volume 2 Issue 4 Time Capsule for the Millennium Kodak Picture CD
2013-ycal-66-0010
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.
-
- b. 29 CAVE CANEM June 2006 Fred's general photos + GROUP PHOTOS
2013-ycal-66-0011
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.

- b. 29 Kwame Dawes, photographer Some readings Includes graduation 2006
2013-ycal-66-0012
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0013
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 CAVE CANEM 2004 SLIDESHOW JACQUELINE JONES LAMON (MS MOVIE MAKER)
2013-ycal-66-0014
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0015
1 CD-RW
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Naomi Long Madgett w/Toi Derricotte CD Photos 3/24/06
2013-ycal-66-0016
1 CD-RW
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 CAVE CANEM June 2006 Fred's video cam excerpts (photos from video in Power resolution / low quality-but fun!) also copy of group pics with photo camera
2013-ycal-66-0017
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 duane reade Digital Image Pack
2013-ycal-66-0018
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 MOTOPHOTO
2013-ycal-66-0019
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Ishmael Reed AL YOUNG LATASHA DIGGS
2013-ycal-66-0020
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.

- b. 29 CAVE CANEM ENOCH Pratt 12.3.06 EPFL
2013-ycal-66-0021
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 AWP 2010 Pictures Denver
2013-ycal-66-0022
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Lillian Vernon House April 16 Baco Pics South Bend April 16
2013-ycal-66-0023
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0024
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Tsutsumi 7747, 7748, 7749, 7750
2013-ycal-66-0025
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 0502, 498, 0499, 0500 Photos 2004
2013-ycal-66-0026
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0027
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Group Photo Summer 04
2013-ycal-66-0028
13.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0029
13.5_floppy_disk
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-

- b. 29 CAVE CANEM photos, Legacy, NY + NJ classes, logos, 10th Anniv.
2013-ycal-66-0030
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0031
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 0501 Photos 2004
2013-ycal-66-0033
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Bryant Park Word for Word Audio Files 9/6/11
2013-ycal-66-0034
1 DVD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 CAVE CANEM AFRICAN-AMERICAN WRITER'S GROUP St. Mark's Poetry Project
Friday, March 14, 2003 Disk 1
2013-ycal-66-0035
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 CAVE CANEM AFRICAN-AMERICAN WRITER'S GROUP St. Mark's Poetry Project
Friday, March 14, 2003 Disk 2
2013-ycal-66-0036
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 CAVE CANEM AFRICAN-AMERICAN WRITER'S GROUP St. Mark's Poetry Project
Friday, March 14, 2003 Disk 3
2013-ycal-66-0037
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 1-30-08 2nd Annual Fellows Pt. 1 Cave Canem
2013-ycal-66-0038
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-

- b. 29 1-30-08 2nd annual fellows pt. 2 Cave Canem
2013-ycal-66-0039
1 *CD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 H1
2013-ycal-66-0040
1 *CD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 High
2013-ycal-66-0041
1 *CD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 H2
2013-ycal-66-0042
1 *CD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Jayne Cortez & Sekov Sundiata moderated by Tracie Morris Cave Canem
10/24/2002
2013-ycal-66-0043
1 *CD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Legacy Conversation #6 DVD complete recording Haki Madhubuti 3-2-04
2013-ycal-66-0044
1 *DVD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 A Cave Canem Legacy Conversation with Ishmael Reed and Al Young October 1,
2008
2013-ycal-66-0045
1 *DVD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Cave Canem Legacy Conv. Arnold Rampersad - Toi Derricotte Oct 17, 2007 New
School and The Nation Disk 1 of 2
2013-ycal-66-0046
1 *CD-R*

Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-

- b. 29 Cave Canem 10/8/09
2013-ycal-66-0047
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Ethelbert Miller Elizabeth Alexander Legacy 12-01-2006 1_2 Track 01
2013-ycal-66-0050
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Ethelbert Miller Elizabeth Alexander Legacy 12-01-2006 Disc 2_2 Tracks 02, 03
2013-ycal-66-0051
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Charles Rowell Thomas Sayers-Ellis Legacy 3-30-2007 Disc 1 of 2
2013-ycal-66-0052
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Charles Rowell Thomas Sayers-Ellis Legacy 3-30-2007 Disc 2 of 2
2013-ycal-66-0053
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Legacy DVD Complete recording Derek Walcott Dec 2.2005 NYC
2013-ycal-66-0054
1 DVD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 Cave Canem Legacy Conversation: Steve Cannon The New School, 10/11/2010
2013-ycal-66-0055
1 DVD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 [no label information]
2013-ycal-66-0032
1 CD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-
- b. 29 AR 5-16-05 MIRRORS + WINDOWS CAVE CANEM
2013-ycal-66-0048
1 DVD-R
Restricted fragile material. Access copies of digital files may be requested. Consult Access Services for further information.
-

b. 29 asymmetric pictures Cave Canem Afaa and Michael
2013-ycal-66-0049
1 DVD-R

Restricted fragile material. Access copies of digital files may be requested. Consult
Access Services for further information.

Series VIII: Restricted Material

0.21 linear feet (1 box)

Restricted until 2033 August 1. Consult the appropriate curator for further information.

b. 30

Restricted files

Box 30: Restricted until 2033 August 1. Consult the appropriate curator for further information.

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.

Subjects

African American poets -- 20th Century
African American poets -- 21st century
American poetry -- 20th Century
American poetry -- 21st century
American poetry -- African American authors
Poets, American -- 20th Century
Poets, American -- 21st century

Genres / Formats

Audiovisual materials
Born digital
Photographs

Occupations

African American poets -- 20th Century
African American poets -- 21st century
Poets -- United States -- 20th Century
Poets -- United States -- 21st century

Names

Derricotte, Toi, 1941-
Eady, Cornelius, 1954-

Corporate Body

Cave Canem (Organization)