

Acc.10222  
November 2008



## **Inventory**

**Acc.10222**

**Bartholomew**

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(Although this inventory is substantially complete, and now covers the entire Bartholomew Archive, it has not yet been edited and may contain some minor errors. Please let us know if you find an error, or need further information).

## **BARTHOLOMEW ARCHIVE: BUSINESS RECORD**

### *Scope of the Archive*

The Bartholomew archive incorporates the administrative, production and financial records and correspondence of the firm of John Bartholomew & Son and predecessors, reference and production copies of maps and atlases, copper and steel engraved plates, glass printing plates, and personal papers of members of the Bartholomew family of engravers and map makers. The papers span the period 1820 to 2001, with comprehensive business records for the period 1888-1980. This inventory identifies the principal series of all records created by the firm, although the maps and atlases and copper and glass plates are maintained separately: more detailed lists of these are in process and can be consulted within the Map Library.

### *Summary history*

George Bartholomew (1784-1871) established himself as an engraver in Edinburgh c.1800 after a period of apprenticeship with the engraver Daniel Lizars. Initially he engraved illustrations and stationery but later moved into map engraving, and is identified with Lothian's plans of Edinburgh (1825) and plans of Leith for Wood's Town Atlas (1828). His son John (1805-61) undertook his apprenticeship with W.H. Lizars, and subsequently did much work for Lizars and for major publishers like A. & C. Black, Blackwood, Collins and W. & A.K. Johnston. He also engraved town plans (the 1832 GPO Directory Plan of Edinburgh) and maps for atlases (as Lizar's Edinburgh General Atlas 1835 and Black's General Atlas 1846). The second John Bartholomew (1831-93) trained with his father, but also undertook two years in London with August Petermann (1853-55), established a separate business office at North Bridge in 1859, purchased steam presses and expanded from contract engraving into lithography and printing.

Further growth under his son John George (1860-1920) saw the establishment of the firm as a private company, John Bartholomew & Co., in 1889, with substantial premises at Park Road (rented from Thomas Nelson), and brought Bartholomew & Co. into the mainstream of map printing and publishing. In 1919 the firm became a private limited company, John Bartholomew & Son Ltd, but remained a family business, operating under the direction of John George's son, John Bartholomew (1890-1962) and subsequently *his* sons John C. (1923-2008), Peter (1924-87) and Robert (1927- ). The firm was purchased by the Reader's Digest Association in 1980, and in 1985 was sold on to the News International Corporation, becoming part of HarperCollins in 1989. The Bartholomew family's formal association with the business ceased in 1987, and the firm moved its operations to Glasgow in 1995.<sup>1</sup>

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<sup>1</sup> For a history of the family and firm, see *Bartholomew 150 Years* by Leslie Gardiner (Edinburgh: Bartholomew, 1976).

### *History of the acquisition*

The National Library made a formal approach regarding the Archive at the news of the Readers Digest buy-out in 1980 and, with the support of the Bartholomew directors, some business records were donated progressively from 1983. Much more was received on the removal of the business to Glasgow, at which time also the purchase of the copper plates and the firm's collection of reference maps was also agreed, and the separate gift by the Bartholomew family of 36 valuable antiquarian atlases and maps (on deposit since 1989) was formalised. Some papers were retained privately by John C. Bartholomew, who continued his interest in the firm and its history until his death in 2008, and are still being received.

### *Arrangement*

Prior to the creation of John Bartholomew & Co. and the establishment of the Edinburgh Geographical Institute at Park Road in 1889, the records created [or retained] by the Bartholomews relating to their work as engravers and printers were limited, and often not distinguished from more personal records. Accordingly the few early workbooks, letters and financial records that have been received are listed with other papers relating to George, John, John Jr. and John George respectively (Series 1-190). There are also series of 'private' papers for John and John C. Bartholomew, containing some personal correspondence, notebooks, lecture and research papers, papers relating to their association with other organizations (particularly the RSGS) and financial records. However the business and more personal interests of John George Bartholomew and his successors often overlap, and much of a personal professional nature is also contained within the records of the firm, especially the correspondence files. Manuscript maps and plans drawn by various Bartholomews will be found (as discrete sequences) within the map collections.

As the records were transferred in many stages and responsibility for their arrangement and description has passed through a number of hands it has not always been possible to establish original order or relationships between series. The arrangement imposed seeks to reflect as much as possible the operations of the firm through its record-keeping processes, with the content and original purpose of major production records series described. A summary indication of the contents of other series, particularly correspondence files, likely to be of value for research and reference across a wide area, is also given, but at this stage funding is not available for detailed indexing or item inventory.

October 2008

## BARTHOLOMEW ARCHIVE: Summary Inventory

- 1-2 Papers of GEORGE BARTHOLOMEW (1784-1871), c.1838-66
- 3-10 Papers of JOHN BARTHOLOMEW (1805-1861), c.1820-56
- 11-25 Papers of JOHN BARTHOLOMEW junior (1831-1893), c.1843-93
- 26-59 Papers of JOHN GEORGE BARTHOLOMEW (1860-1920), 1877-1920  
[includes small collection of A.K. Johnston letters 1851-81]
- 60-98. Papers of JOHN (Ian) BARTHOLOMEW (1890-1962), 1917-62 1520-1523
- 101-112. Papers of JOHN C. BARTHOLOMEW (1923-2008), 1948-2008 1550-  
[1620]
- 115 Papers of PETER BARTHOLOMEW (1924-87), 1950-87 1525-40
- 200- Records of JOHN BARTHOLOMEW & SON LTD. (previously John Bartholomew and John Bartholomew & Co.) ,1864-2002
- 200-250 *Management and Administration 1888-1990*
- 251-273 *Buildings and Plant 1816-1995*
- 275-740 *Production/Work records 1869-1994*  
[Printing record 1877-2002]
- 275-295 *Job records 1885-1990*
- 296-312 *Day books 1869-1961*
- 313-323 *Order and Cost books 1886-1944*
- 325-332 *Engraving books and workbooks 1888-1926*
- 333-341 *Drawing books and workbooks 1888-1924*
- 343-346 *Printing workbooks 1903-17*
- 347-346 *Litho writers and Colourists workbooks 1912-25*
- 349-375 *Staff (personal) workbooks, timebooks and notebooks 1880-1965*
- 377-388 *Printing Orders, Estimates and Quotes, 1904-90*
- 390-407 *Despatch records 1888-1924, 1945-47*
- 410-419 *Stock records (paper and publications) 1888-1936, 1963-85*
- 422-439 *Work Instructions 1976-92*
- 440-458 *Editorial Department and Systems 1962, 1973-94*
- 460-482 *Plates, stones, films, drawings and tracings: registers and lists*
- 499-541 *Staff records (including wages and salary books) 1883-1989*
- 551-740 *Financial records 1864-1988*
- 749-[1620] *Correspondence and correspondence/reference files 1884-1991*
- 1701-1814  
[1621-1700] *Map project files*

1820-60	<b><i>Sales and Marketing 1950-91</i></b>
1861-80	<b><i>Advertising and Publicity (including prospectuses) c.1865-1990</i></b> <b><i>[including prospectuses, advertisements, catalogues of other map publishing firms]</i></b>
1881-98	<b><i>Reviews and newspaper cuttings 1862-1992</i></b>
1900-1906	<b><i>Photographs c.1860-1990</i></b>
1910-26	<b><i>Bartholomew Library, Bartholomew and HarperCollins in-house publications, certificates and awards</i></b>

### **GEORGE BARTHOLOMEW (1784-1871)**

- 1 Letters November-December 1866 to George Bartholomew as President of the Edinburgh Geological Society, accepting an invitation to a conversazione (39 items)
- 2 Drawing of title page (with map section) of [J.G. Lockhart], *The Life of Sir Walter Scott, Bart.*, printed for Robert Campbell, Edinburgh, 1838; designs for ?letterheads for the Carlisle and Cumberland Banking Company and Dumbell & Son, Isle of Man, undated; engravings of 85 persons on 17 leaves, possibly illustrations to a biographical dictionary, undated [these have imprint 'Lizars sc.' and George Bartholomew's involvement in the series is unclear: they are contained within an envelope addressed to Mr. John Bartholomew with penciled note 'father's last writing']

See also Series 1900 for *carte-de-visite* photographs of George Bartholomew

### **JOHN BARTHOLOMEW senior (1805-1861)**

- 3 [Modern copies/synopses of] two letters from Gray and Son, Glasgow: November 1828 complaining of the engraving work of Mackie and asking Bartholomew to take over his work, and April 1830 sending another map of South America
- 4 Engravings, possibly for book illustrations, 1820-22 and undated. 7 items Cuttings from published works, a hand-coloured proof of a view of Holyrood House porch with penciled date September 1820 and two uncoloured proofs dated 1822. Also Bartholomew's membership ticket of New Tabernacle, 2 November 1853
- 5-10 ***Accounts for engraving work done for W.H. Lizars and other clients, 182[6]-32, 1839-56***
- 5 1826-32  
Entries for August 1828-August 1832, with an abstract of work since 1 April 1826 (to June 1832) for Lizars. Note has a group of entries re work for Mr. G. Bartholomew 1826.

- 6 1839-42 (numbered 4)  
This and the subsequent volumes cover largely or exclusively work for Lizars: entries record date, the work and charge, also number of hours (occasionally from 1844 and more consistently from 1846).
- 7 1842-6 (numbered 5)
- 8 1846-8 (numbered 6)
- 9 1848-53 (numbered 7)
- 10 1853-6 (numbered 8)

See *also* Series 1900 for a coloured drawing of John Bartholomew senior

### **JOHN BARTHOLOMEW junior (1831-1893)**

Incoming letters to John Bartholomew junior, apart from those in /11 and /12 below, have been treated as correspondence of the firm, and are to be found in the main correspondence sequences.

See *also* Series 1900 for photographs of John Bartholomew junior.

- 11 [Family and personal letters] 1852-92  
Comprising letters April 1853-May 1854 and August-September 1855 *to JB* from his father, 13 letters from his brother George 1852-54 one each from his sister Ann 1853 and James N. Campbell 13 September 1853, and 4 letters *from John* to [his cousin] Andrew Scott, June 30 1886, March 1 1890, March 27 1892 and June 12 1892 and one to [the family?] [May 1885] from California.

The majority are letters from his family sent while John was working in London with August Petermann. While personal, those of his father also comment extensively on both John's work and prospects and on the engraving work he himself is doing, and on the copyright case between Fullarton and Johnston (June-December 1853), and the letters 1854 discuss the future of printing from the stone and the different style of German printing establishments.

See *also* Series 12 for letter of George Philip 186 with condolences on the death of John Bartholomew sen.

- 12 [Business] Letters 1852-1886, mainly with publishers and other engravers. Include 9 letters 1853-4, 1858-60, 1878 from August Petermann (re taking him on initially, and regarding drawing commissions, including for Black's Atlas); F.B. Black 1854 and W.Hughes 1859-60 re engraving work; letter from and draft agreement with A. Fullarton and Co. 1867-68 for a series of 26 maps; letters from William Collins, 1879, W. and A.K. Johnston 1870, Blackie and Son 1870 (4 letters and tracing of a star map) and George Philip 1879 re printing/publishing projects and decision against merger; 2 letters of Ernest Ravenstein 1855 (regarding engraving of his maps of the British possessions etc) and 1886, also related letter from the Royal Geographical Society

October 1855; 19 letters 1876-7 of Hector Manceaux, printer, Mons (regarding the Atlas of Belgium?); 4 letters July-September 1884 of Count Amédée Joseph Descars, silviculturist

See *also* photographs of August Petermann in Series 1900

- 13 Notebook, 1843-50 and undated. 3 items  
One containing specimens of engraving 1843-5, undated, with the ownership label, "John Bartholomew, Engraver, 21, Broughton Street, Edinburgh"; notebook containing lists of plates and maps, inscribed "J. Bartholomew, Chambers Street, Edinburgh"; practice notebook, 1850
- 14 'Sketches by John Bartholomew done about 1850-52'.  
Pencil sketches (one part-coloured) of views and castles etc (Pentlands, Scone palace, Abergeldie Castle, Loch Muick, Balmoral Castle, The Hut, etc)
- 15 Notebook containing annual summary profits/balance for 1859-65 (includes annual wages bill for 1861 and 1862)
- 16 Ledger entries of investments (stocks, debentures) for 1875-90.  
Also contains a loose sheet, on letterhead of John Bartholomew, engraver, lithographer and printer, 31 Chambers St. with statement of account with Thomas Nelson, dated May 1889
- 17 [Untitled notebook] [c.1877]  
Includes 'list of maps to see at W. and A.K.', notes on profit on individual atlases for 1877, draft note to Mr. Chambers regarding the value of shares., his disappointment in the Edina works and belief that the value of the plates is overstated [*possibly in view of merger/partnership with W. and A.K. Johnston?*]
- 18 Visit to USA 1885.  
Testimonials from the Edinburgh Merchant Company and the United States Consul for Leith, March 1885, passenger list of the S.S. *Adriatic* to New York 11 April 1885 and tickets, timetables etc. collected during visit [as examples of printing?]
- Note: a plan of the Paris exposition 1889, found with this material, has been moved to maps*
- 19 Miscellaneous personal documents  
Membership ticket of the Scottish Anti-State Church Association, undated [the Association was founded in Edinburgh in 1848]; advertisements for the Hotel Metropole, London and Grand Bazaar Parisien, Jersey.
- 20 Seven certificates awarded to John Bartholomew for printing and engraving, 1871-1888 [in SR Map cabinet 9/1]  
1. Diploma, Internationaal Congres ter Bevordering van Wereld-Aadrijks-Handels-En Volkenkunde, Antwerp, 14-22 August 1871  
2. Diploma, World Exhibition at Vienna, 18 August 1873

3. Certificate of award, International Exhibition, Philadelphia, 27 September 1876
4. Honourable mention, Exposition Universelle, 1878, Paris, 21 October 1878
5. Diploma of merit, 1886 International Exhibition of Industry, Science and Art, Edinburgh (2 certificates and printed slips of 'extract from Jurors' Award')
6. Memorial diploma, Glasgow International Exhibition of 1888

See *also* 56 and 1926 for certificates awarded to J.G. Bartholomew, Bartholomew & Co. and Bartholomew & Son

- 21 Obituaries, 1893  
Typescript of Geographical Journal obituary, Jan-June 1893 issue, and extract from minute of the Scottish Rights of Way and Recreation Society, 2 May 1893
- 22 Papers relating to the estate of John Bartholomew and its administration, 1893-1927.  
Include registered extracts of ante-nuptial contract (1874) between John Bartholomew and Annie Cumming Nimmo; copy and extract of testament 1891; valuation and inventories of property and possessions 1893; letter to A.G. Scott 14 April 1897 re purchase of debenture stock ; legal papers and correspondence of Trustees 1893-1926 relating to interpretation of the will of John Bartholomew and disposition of his estate including correspondence with Annie Macintosh, née Bartholomew, in 1926.
- 23 Business accounts relating to the John Bartholomew Trust, 1892-1899. 3 bundles.
- 24 Copy letter books of Andrew Scott, relating mainly to the John Bartholomew Trust, and other Bartholomew trusts, 1906- 38 [in two volumes, numbered 2 and 3]
- 25 Cash Book No. 1 of the John Bartholomew Trustees, 1893-1926.

### **JOHN GEORGE BARTHOLOMEW (1860-1920)**

See *also* Work notebooks and professional/business correspondence in records of the firm, Series 275-279, 749 and 920-75; J.G. Bartholomew Trust papers, Series 66-67; photographs and portraits, Series 1900

### **Family correspondence 1877-1919**

- 26 Letters *from* John George Bartholomew to his cousin Andrew [Scott] 1877, 1880, 1888-89, 1894 and to Maggie Bartholomew 1895; letters *to* J.G. Bartholomew from his father 1887-92 and undated; also letters *to* J.G. Bartholomew, Jennie and Andrew from A.C. Bartholomew 1907-08.

See *also* J.G. Bartholomew's letters written from the *Sobraon* in 1881-82, Series 36



- 27 Letters from his son Ian (John, d. 1962) 1900-16, undated, including letters written while studying in Paris and Leipzig (with a letter also from Oswald Winkel), and while on active service in World War I.
- 28 Letters from his son Ian 1917-19 (written on active service)
- 29 Letters from his son Hugh (many written on active service) 1904, 1915-18
- 30 Letters from [daughter] Betty (Elizabeth) 1916-19, undated (subsequently wife of Professor Henry Pitney Van Dusen)
- 31 Letters from [daughter] Maisie (Margaret) 1916-19 (subsequently wife of Philip F. Hamilton Grierson), and photograph, taken at Merlindale, Broughton, c1910 [Maisie as a child?]

**32-36 *Diaries and letters 1881-82 of visit to Australia***

- 32 Diary of voyage [on *S. Sobraon*] to Australia, starting from London 22-27 September 1881 [with three bills of fare on board inserted]
- 33 Diary of voyage [cont.] 27 September - 29 October 1881
- 34 Diary of voyage 29 October - 8 December 1881 arriving at Melbourne [volume previously partly used for German lessons] Bartholomew arrived at Melbourne 6 December, and the later entries describe his impressions of Melbourne and his visit to George Robertson publishers.
- 35 Extracts of diary 27 September - 30 October 1881 [made for circulation?] In two parts, marked 'Extracts from John George's diary no.1' and 'Extracts from John George's diary no.2' [in his father's hand?]
- 36 Letters sent by John George Bartholomew to his family during the trip on the *Sobraon* November 1881-March 1882 and other papers relating to the voyage.

File also contains a summary of the trip for Feb.-March; extracts from the voyage as published in the *North British Advertiser and Ladies Journal* 4 February 1882, and plan of cabins on the *Sobraon*; three plant leaves in an envelope addressed in John George Bartholomew's hand to Miss Henrietta Bartholomew, with one leaf inscribed "With Love from John George Cape Town March 22<sup>nd</sup> 1882" and a drawing of the ship's flag.

**37-48 *Personal notebooks, address books etc. and financial records***

- 37 Notebook 1879 containing poems, drawings, etc  
Volume also includes notes on a voyage: days only recorded, not dates.
- 38 Volume 'YE ARGONAUTS ROLL BOOK' containing members' names in hand of .G. Bartholomew (secretary), signatures of members attending

- meetings 31 October 1885-12 May 1887, and printed constitution and roll  
[members include John Geddie]
- 39 [Notebook containing reflections], undated  
Quotations from printed sources, calendars and ms notes on happiness,  
character etc., and an unidentified portrait of a young woman, photographer  
J. Moffat, Edinburgh
- 40 Notebook containing cuttings, notes on hymns, etc.  
Includes postcard of The Mercat Cross, Musselburgh.
- 41 Poems, prayers and meditations 1898, undated Manuscript poems; also  
coloured sketch map of the human heart and its connections.
- 42 Address book undated ([entries are for atlas titles])
- 43 Address book undated
- 44 [Appointment] Diary 1912
- 45 Financial documents 1887-97, 1912, 1916  
Insurance, shareholdings (including in the Warrender Private Baths Co.,  
1887-1889), sale plan of 4 St. Andrew's Square, (with premises of W. and  
A.K. Johnston marked out in red)
- 46 Cashbook May 1889 – April 1893 (personal monthly income and expenditure)
- 47 Journal [financial] 1889, 1911-12, 1917-19  
Entries for property purchases (12 Blacket Place 1889), life insurance, rents  
etc.
- 48 Journal 1860-1915  
Chronicling [retrospectively] the significant personal, professional and  
business events of John George Bartholomew's life, with some inset  
documents and notes.  
*Received September 2008 from the Bartholomew family*

### **Research notes and papers**

- 50 Notes on the cartography of Scotland  
Few and brief entries only, from Gough v.2, plus some inserted slips
- 51 [Papers for an article on 'The evolution of a great (German) atlas']  
Translations of prospectus and Preliminary remarks of Perthes' Physical  
Atlas of 1886 and of reviews of Petermann's Mittheilungen and other German  
atlases, together with 3p. ms notes.  
See *also* Series 52
- 52 Published articles by John George Bartholomew, drafts and research notes,  
1890-[1907]

- Reprints of *SGM* articles 'The mapping of the world' (1890- 91), 'North-West Australia', 'A plea for a National Institute of Geography', 1902 and 'The Philosophy of map making and the evolution of a great German atlas' 1902; notes on maps, map and atlas projects and mapmakers, including annotated proofs of 'Some notes on Maps and Map reading' [1903] and notes on Atlas of Classical Geography and draft prospectus of World Survey Atlas; drafts of communication on the nomenclature of bathymetric/oceanographical maps [after 1907], draft note/address on Government and cartography, and a and file of biographical notes of map makers (Arrowsmith to Speed) [the latter not in the hand of J.G. Bartholomew but with brief annotations/ abstracts by him]
- 53 Papers/addresses/speeches, 1902, 1903, 1905 and undated  
Mainly on non-cartographic subjects (patriotism, Nationalism vs. Cosmopolitanism, Civilisation, On attitudes to life) but also his speech at a dinner February 1903 at Falcon Hall celebrating the completion of the ½" England map series.
- 54 Notes, memoranda, bookplates, and miscellany on various topics, undated  
Including: [small] bookplates of J.G. Bartholomew, and drafts of revised plate, bookmarker as Christmas greeting from J. and J.G. Bartholomew, Falcon Hall, Christmas 1902; a partly completed *carte-de-visite* of Mrs. Bartholomew, with a sketch map on the reverse showing Manor House Inveresk; two postcards showing Falcon Hall, Morningside; and a lease, land valuation and correspondence relating to rental of Merlindale House, Broughton, Peebleshire, 1912-1914.
- 55 Royal Scottish Geographical Society papers, 1884-1912  
Including correspondence relating to proposal to establish a Scottish Geographical Society, ms provisional prospectus, draft diary, accounts and notes on first meetings, 1884-85, notices of meetings, original (1884) prospectus and prospectus and program 1912-12; copy of 1891 petition and 1906 memorial for an annual grant, invitation to opening of the Society's rooms in Princes St (undated), artwork for Stanley banquet 1890, menu/toast list for a dinner on the retirement of RGS Librarian Hugh Robert Mill 27 February 1901, circular letter regarding Chair of Geography at the University of Edinburgh and J.G. Bartholomew's notes on proposed Committee to encourage geographical education in Scottish schools and related papers and mounted copy of SGS Scheme for the encouragement of geography in Scottish schools, 1886 [*oversize item, in SR Map cabinet 9/1*] , including reprint of a report given by Arthur Silva White to the Paris Geographical International Congress 1889 'On the achievements of Scotsmen ... in the fields of geographical exploration and research'; and other circulars regarding Antarctic research, dinners, etc., with two papers by William Bruce on the Scottish National Antarctic Expedition.  
*Includes additional material received July and September 2008.*
- 56 Certificates and awards 1908-12  
Certificates of appointment of J.G. Bartholomew as corresponding member of the Société de Géographie, Paris, 9 November 1908 and of the

Imperatorskoe Russkoe Geographiteskoe Obshchestvo, Saint Petersburg, 12 [November?] 1908, and to membership of the Hungarian Geographical Society, Budapest, 15 September 1912; Diploma for Grand Prix, Franco-British exhibition 1908 and Commemorative Diploma, Japan-British Exhibition 1910.

*[Oversize items, in SR Map Cabinet 9/1]*

See also certificate of appointment as Cartographer to the King (1910) and awards to the Bartholomew firm at exhibitions in Series 1926

- 57 Appreciations and obituaries, 1909-60.  
Printed articles and newspaper cuttings on conferring of DDL by Edinburgh University 1909; 'Who's Who' entries; *Scotsman* obituary 16 April 1920 and *SGM* obituary 1921 (reprint from proceedings of the Royal Society of Edinburgh); centenary appreciation in *SGM* 1960. Also article (photo) of silver box presented to J.G. Bartholomew by Mrs. Livingstone Bruce as a memento of his proposal to form a Scottish Geographical Society.
- 58 Letters and telegrams of condolence and cuttings from newspaper articles/notices on the death of John George Bartholomew, 1920  
*Addressed to the firm or to Ian/Captain Bartholomew; include note from T.E. Lawrence*
- 59 [Correspondence of A.K. Johnston 1851-81]  
Comprises 4 letters to A.K. Johnston 1846 (one from Thomas Chalmers), 1851, 1854; and letters to Mrs Johnston, including from Sir John Kirk 1879 and from Helen, Lady Kirk, 1879-81 concerning the death of Keith Johnston in Africa.  
See also Series 920 and 950

## **JOHN (IAN) BARTHOLOMEW (1890-1962): personal correspondence and papers**

### **Personal correspondence and papers**

- 60 Letters received from his father John George Bartholomew, 1917-18, 1920 and mother Janet (Jennie), née Macdonald, 1916-20 and 1923; also letter April 1919 relating to military assignment prior to demobilization.
- 61 Letters from his wife Marie, née Sarolea 1920-22, other members of the family 1917-18, 1920, and miscellaneous.  
Including calligraphic work; draft of his marriage announcement for the *Scotsman*, sketch of tomb of Anne Marie Bartholomew (died 7 April 1930, aged 21 months), personal stationery, Christmas cards and change of address notification.
- 62 Correspondence with [brother] Louis St. Clair Bartholomew (Bay), 1920-32  
The later letters are mainly in relation to the J.G. Bartholomew Trust, but letters of 1922-23 report on printing firms visited and processes inspected in New York; there are also biographical notes on Louis St. Clair Bartholomew (1897-1952) and a letter to him from his mother dated 1935.

*Received September 2008*

- 63 Personal documents, 1920-39  
Scottish Provident Institution life policies 1920, 1922, 1939, legal documents relating to John Bartholomew and his mother Janet 1932, 1937 and miscellaneous property forms and returns.
- 64 School essays, 1911
- 65 Correspondence and reports relating to appointment as a Director of the National Bank of Scotland, 1943-59

### **J.G. Bartholomew Trust papers**

- 66 Correspondence and legal papers concerning the John George Bartholomew Trust 1920-1, 1936-7, with copies of legal and financial papers of John George Bartholomew, 1914, 1918-20
- 67 Cash account with John George Bartholomew Trustees 1920-37 (volume largely blank)

### **Research articles and notes**

- 68 Talks and draft papers by J.G. Bartholomew, c.1935-51  
Includes files on 'Instructional talks' and on 'new projections, (with 1935 letters of Stephen Smith re new map of the British Empire, enclosures of draft outline 1903 and letters to Smith from B.J.S. Cahill re projection 1913 and 1920 and 1937); reprints of article 'Early Scottish Cartographers', *Scottish Geographical Magazine* 1951; also box of 19 glass slides used in lecture given to the RSE on 10 January 1949.
- 69 Notes, printed material and correspondence relating to research on the history of cartography and engraving, c.1950s (mostly undated)  
Includes a [later] booklet on Lizars annotated by JCB.  
*Additional notes, lists reference slips etc. received July 2008 have been added to this series*
- 72 Notes and papers, c.1920-50s  
Mainly notes on John George Bartholomew and the Bartholomew firm: also notes on roads in the Lake District (with a Bartholomew map of the Lake District from Black's Handy Atlas), and on 'A map room for the National Library of Scotland' [1950s]
- 73 Notes, press cuttings etc concerning early maps 1923, 1925, 1950, 1952-3, 1956, undated
- 74 Notebook containing notes of meetings and on various topics 1932
- 75 Address book (with notes), undated

## **Papers relating to service in World War I**

See *also* collection of maps relating to this war service in the Bartholomew Maps, and a pre-demobilization letter in series 60

- 76 Air photographs, panoramic photographs and other photographs of locations in Belgium, and of crossing of La Sambre River 1918, photographs of officers and buildings 1916-17 and undated
- 77 Panoramic photograph 1917 from Hill 145 (near Cité St Antoine)
- 78 Personal copies of spare air and panoramic photographs, 1917-18
- 79 Private prints of view at Arras (with list) and Ypres and Messines ?1917
- 80 Enlarged air photographs mostly of ground near Bellicourt, Bellenglise undated
- 81 Précis of lecture on signalling 1917 and notes on reconnaissance undated
- 82 Two German notebooks 1917, and undated
- 83 Précis of French political cases, compiled from press cuttings 1917-18
- 84 Printed items relating to military activity in World War I (including maps), 1914-18 and program of gala 'Les Mardis du Madrid' 1 April 1919

## **Honours and awards, articles and obituaries**

- 84 Certificate of election to Fellowship of the Royal Society of Edinburgh, 1921; certificate of Fellowship of the British Empire Exhibition 1924; Fellow's ticket of the RGS, 1923-24; certificate of membership of the Manchester Geographical Society, 1924; warrant of appointment as Trustee of National Library of Scotland 1953, RSGS Diploma awarded for services to geography, October 1954, certificate of and printed copy of speech at award of Hon. LLD by University of Edinburgh, July 1956.  
*Some oversize items in SR Map cabinet 9/1*
- 85 Article about John Bartholomew's war service, *The Student*, 1916
- 87 Death notices, obituaries and tributes, and letters of condolence 1962

## **Papers relating to the Royal Scottish Geographical Society (and Livingstone Club) 1926-46**

*Agendas, programs, membership lists, constitution and laws etc. and some correspondence*

- 89 Royal Scottish Geographical Society papers, 1926-30

- 90 Royal Scottish Geographical Society papers, 1931-34  
Including re jubilee issue of *Magazine* 1933-4 and Jubilee banquet menu/toast list 24 October 1934
- 91 Royal Scottish Geographical Society papers 1934-37  
Including re publication 'The early maps of Scotland' and 50<sup>th</sup> anniversary celebrations: also obituary of Prof. James Young Simpson and a note on the death of Marion Newbiggin
- 92 Royal Scottish Geographical Society papers, 1936-37
- 93 Royal Scottish Geographical Society papers, 1938-43  
Including correspondence re Scottish place names (Dumbarton)
- 94 Royal Scottish Geographical Society papers, 1943-44  
Correspondence mainly of and concerning John F. Stewart and George Walker, 1943-4
- 95 Royal Scottish Geographical Society papers, 1945-46  
Reference file, with agendas for 1945-46 and earlier printed material
- 96 Livingstone Club [the dining club of the RSGS] papers, 1926-39  
Minutes 1926, program, printed Rules and List of Members 1939.
- 97 Royal Geographical Society printed papers and invitation 1913-14, 1921-22, 1928  
Including scroll with RGS greetings to the Royal Society of Brussels 1926, with John Bartholomew's signature [*oversize item, SR Map cabinet 9/1*]
- 98 Miscellaneous personal documents, printed items and souvenirs, 1919-38  
M.A. certificate 1919, Robert Louis Stevenson Club membership 1926 and circular correspondence and reports of the Club 1933-37; passenger list for S.S. Aguilar to Madeira, (John Bartholomew and R.G. Bartholomew passengers) 8 April 1938, with maps and other souvenirs of Madeira, Spain and France; BAAS program, Toronto meeting 1924 and list of members, 1931 meeting.

**JOHN C. BARTHOLOMEW (1923-2008): personal correspondence and papers**

See *also* Series 1550- [1700] for J.C. Bartholomew's extensive correspondence, which includes personal/professional letters, files on map projects and proposals, reference files, appointment diaries, personal copies of office reports and memoranda, and papers of conferences and congresses. These papers were received without any discernible order and to date have only been organised very broadly.

- 101 Royal Scottish Geographical Society papers, 1948-49, 1952-93  
Includes papers re visit to the U.S. led by JCB 1958, the 1984 centenary exhibition 'The spirit of Adventure and Discovery', the John Bartholomew essay competition, visit of Princess Anne 1991

- 102 Royal Geographical Society papers, 1955-93  
Includes separate file on the History of exploration map 1979-80 and posters for 1980 exhibition 'From pole to pole' [oversize item, SR map cabinet 9/1]
- 103 Royal Society of Edinburgh papers 1968-89 (correspondence, programmes, notices)
- 104 Scottish Rights of Way Society papers, 1986-89
- 105 University of Edinburgh Graduates Association papers, 1969-76, 1981-83  
Also papers relating to the University of Edinburgh Appointments Committee 1957-70 and Education and Executive committees 1972-84
- 106 Edinburgh Booksellers' Association papers, 1974-87, 1991
- 108 Lists of (personal) books, maps and atlases of John (Ian) Bartholomew and the Bartholomew family, and sale/auction records, c.1969-77 and 1990
- 109 Notes and papers re the history of cartography and map publishing, c.1970s-90s  
Including drafts of 'New Charts for old' article for *Scottish Lifeboat* 1975, correspondence with Harold Fullard re Philip family and Stanford 1985-87,
- 110 Notes and articles on geography teaching and exploration, [1884/85], 1950-s-1994  
Including returns from Esselte survey of teaching materials in Scottish schools 1976 and papers of the Royal Geographical Society Ordnance Survey Education Committee 1984-88 and 1993-94  
*See also* leaflet re the Scottish Geographical Society's Scheme for the Encouragement of Geography in Scottish schools, 1885/86, in series 55
- 112 Biographical notes, obituary notices and programme of funeral mass (2008)

### **PETER BARTHOLOMEW (1924-87): personal correspondence and papers**

For business correspondence and other papers see Series 1525-40; also Series 1873

- 115 Obituary notice, 1987 (draft, by JCB)

### **ADMINISTRATION OF THE FIRM 1888-1984**

#### **John Bartholomew (partnership with Thomas Nelson), John Bartholomew & Co.**

- 200 Contracts of copartnership 1888, 1893 with Thomas Nelson and letters concerning Thomas Nelson's Trust 1892; Invoices, accounts, statements



1888-96, 1903-23 J.B. Nelson and Co. 'printer and publisher' and Bartholomew, 'geographical engraver and printer' entered into a contract in 1888 'for the purpose of taking over and carrying on the geographical business hitherto carried on by John Bartholomew, Brown Square. The new firm of John Bartholomew and Co. would 'publish such geographical works as may be agreed' and these would be sold by Thomas Nelson and Sons. The new company took over the whole of the map plates etc. used by Bartholomew and the goodwill for £12,724. Nelson was to build premises at Parkside at their expense, with the new company to pay rent. The partnership was, however, dissolved on the death of Nelson in 1892, after which Bartholomew took into partnership his cousin A.G. Scott (continuing to operate as John Bartholomew & Co. until 1919.)

The bundles of documents include some map and asset lists, but relate mainly to expenses (rates, insurance, repairs, etc) for premises at Duncan St. and 153 Causewayside, and to arrangements with Thomas Nelson and the John Bartholomew Trust.

See *also* 238 for inventories and lists possibly compiled in preparation for the partnership agreement.

### **John Bartholomew and Son**

John Bartholomew and Co. became a private limited company, John Bartholomew & Son, in 1919.

- 201 John Bartholomew and Son Ltd: Memorandum and Articles of Association, 21 February 1919 (and revisions to 1963) with related documents and correspondence
- 202 John Bartholomew & Son Ltd: Directors' minute book no.1, March 1919 - April 1964 (annual meetings)
- 203 John Bartholomew & Son Ltd: Directors' minute book, March 1965 - April 1977
- 204 Minutes and other papers of Directors meetings (1977-79), Board of Management (1980-81) and quarterly Board/Management meetings (1982-84)
- 205 John Bartholomew & Son Ltd: Minute book of the monthly meetings of directors, June 1953 – November 1955
- 206 John Bartholomew & Son Ltd: Agenda book no. 1  
Agenda for meetings of directors, March 1919 – March 1948 (ms. entries in bound volume)
- 207 John Bartholomew & Son Ltd: Agenda book no. 2  
Agenda for meetings of directors, March 1949 – April 1976 (ms entries in bound volume)

- 208 Annual report and state of the accounts submitted to the annual general meetings of the company, 1923-1974 [For annual balance sheets to 1922, see Series 239]
- 209 Shareholders' Minute Book no.1 1919-57
- 210 Shareholders' Minute Book no.2 1958-77
- 211 Correspondence and papers concerning annual general meetings 1921-1954, 1967, 1968, 1971, 1973-75, 1977, 1981
- 212 Correspondence and papers concerning [employees] co-partnership (profit-sharing) scheme, 1919-1932
- 213 Quarterly report to the Chairman of the Board: March 1969 to June 1979
- 214 Report by Cooper Brothers & Co on the proposed merger between Bartholomew and B.T. Batsford Ltd, 12 July 1971
- 215 Memorandum and Articles of Association of John Bartholomew & Son (Holdings) Limited, 24 February 1977 (printed) and related agenda and minutes of Directors and shareholders meetings, 1976-1981, with other related papers. [This company was set up in relation to a proposed trading link with Esselte Map Services of Sweden]
- 216 Management structure and organization charts, 1962, 1978, 1981- 1985-86
- 217 Managing Director's letter [monthly circular report] December 1980– July/August 1984  
This 'letter' was an initiative of the Readers Digest office, who also provided the model. The reports were prepared by David A. Ross Stewart. These are Peter Bartholomew's copies; series 218-219 are the Director's or file copies
- 218 Managing Director's letter and accompanying financial report and balance sheet, December – November 1982
- 219 Managing Director's letter and accompanying financial report and balance sheet, February 1983 – December 1983

### **Reports on Management and Systems**

- 221 Preliminary Survey [proposed extension and location], Urwick, Orr and Partners, 24 December 1961
- 222 Reports by PA Management Consultants, 1968  
Report on the sales policy and marketing plan, Report on the financial policy, Report on the progress of the investigation of the sales policy, 30 January 1968, Report on the progress of the investigation of John

- Bartholomew & Son Ltd., 10 June 1968, Report on the survey of accounting, costing and estimating procedures, May 1968.
- 223 Papers, memoranda, and correspondence relating to the investigation of John Bartholomew & Son Ltd. By P.A. Management Consultants, 1967-1969 [John C. Bartholomew's file copies]
- 224 Reports and correspondence on [proposed introduction of] computer assisted mapping system/GIS, 1985-89
- 225 Confidential reports of PA Management Consultants on appointment of Managing Director 1968. Includes applications and reports on candidates 1968
- 226 Confidential Appraisal reports on firm's directors and senior management (Kostick Personality Profiles) 1968]

**Internal management: team minutes and management/employee meetings**

- 229 Reports to Employees meetings 1972, 1977-86 [John C. Bartholomew's file copies]
- 230 Minutes and papers of General Management team, 1968-84 (3 folders)
- 231 Minutes and papers of Sales and Services and Production team meetings, 1970-1982
- 232 Minutes and papers of Publication Team meetings, 1968-1977; Book Division, 1976
- 233 Minutes and papers of Publication (Publishing/Marketing) Team meetings, 1984, 1989-1990
- 234 Minutes and papers of Cartographic team meetings, 1971-78, and (Cartographic Working Party) 1982
- 235 Minutes and papers of Revision Assessment (RATS) team meetings, 1974-1984
- 236 Minutes and papers of Planning team meetings, 1977-84

*See also* correspondence of John C. Bartholomew, series 1550 ff, for his copies of minutes and papers of various meetings, committees and working parties, including Auto Carto Working Group, Committee on Colourists Role in Origination Dept., Cover Committee Development Committee, Drawing Offices Working Party and Health and Safety Committee.

## Financial

- 238 Inventories/valuations and summary statements of sales and profits, 1888-[1934]  
Contemporary and retrospective records, apparently compiled for purposes of merger, valuation or historical survey. Include inventory of maps, plates etc. 1888; notes on work for publishers 1869-93; summary of sales and profits 1888-1918; orders in hand and orders carried out, 1 July 1888-1934 (detailed ms list, together with a shorter selective listing for the same period, recording order number, customer, title, number of copies and date completed; 'printing room, progress of work 31 December 1929' and 'stock list as at year ending 1928' [possibly part of an audit or valuation, and includes value of machines, presses and stores and stock at valuation, with a list of plates])
- 239 Annual statements and accounts, 1888-[1922]  
Annual balance sheets 1888-1910, 1919-22, inventories of stock, work in progress, work on plates and royalties, 1888-89 and 1913-21.
- 240 Excess profits tax computations for April 1939 to December 1943: report by chartered accountants Chiene & Tait
- 241 Valuation of investments as at 7 December 1967, by Bell, Lawrie, Robertson & Co.
- 242 Annual statutory accounts and financial statements, 1970-84.  
File also includes 1964 (draft?) accounts and a summary of financial results for 1888-1918.
- 243 Annual budget, 1971/72 to 1979/80, with related memoranda (including on the operating budget for 1980/81)  
[These are not official copies, but compiled from files of John C. and Peter Bartholomew]
- 244 Annual forecast, fiscal year 1981 to 1985, with related memoranda
- 245 Monthly profit and loss account October 1971-september 1972, and accounts for the year ended 1973 [John C. Bartholomew's copies]
- 250 Visitor's books, 1956-89, 1971-79, 1980-83  
The first volume includes royal visits 1971 and 1976, with signatures of Prince Philip and Princess Anne.

## Buildings and plant

- 251 Plans of 17 Brown Square/31 Chambers St. premises, 1835, 1869-75  
Rough drawings (details) 1835 and portfolio of sketches 1869-75 for proposed alterations, with schedules and covering letter from the architect R. Thornton Shiells. Plan of 31 Chambers St (undated; at time of removal?), photograph (undated), tracing of cellar and yard at rear of 30

- Chambers St, undated. Also sketches for layout of works at [proposed premises?] at St Alban's Road (with rear to Relugas Rd)  
*In SR Map cabinet 9/2*
- 252 Correspondence and other papers relating to the Park Road (Parkside) premises, 1889-1909  
Including letter, on John Bartholomew headed notepaper, relating to rent etc. for 31 Chambers Street, 15 May 1889; four small drawings relating to planned alterations at the Parkside Works, c1890?; one drawing of plans for an Edinburgh Geographical Institute at Grange Loan, Edinburgh; minute of lease on the Parkside Works, 1898; letter 1 February 1909, concerning the giving up of the lease by Bartholomew of the Parkside Works from Whitsunday 1911; illustrated printed prospectus for the letting of Parkside Works, 1911 (with many photos of Bartholomew's staff at work and detailed description of rooms and facilities). Also designs for other buildings (Manchester Municipal Technical Schools 1892 and Imprimerie Nationale (Reconstruction) 1903, possibly considered when planning new premises?)
- 253 Estimates for building and refurbishing work on the Parkside premises, 1888
- 254 Architect's tracings and drawings for alterations to Park Road (Parkside) premises, 1888 [Named as 'Nelson's works' in most drawings]  
*In SR Map cabinet 9/2*
- 255 Ground plan (printed), sketches (2, hand coloured) by H.R. Taylor 1889, and ink drawing marked for engraving of Park Road premises, undated  
*In SR Map cabinet 9/2*
- 256-264 Documents relating to the Duncan St premises (12 Duncan St. and 9-13 Middleby St).  
Including historical legal instruments recording changes in ownership of these properties. In these series the final dates are those of the acquisition by John Bartholomew and Son, except for 11 Middleby St. where there is no such document in the file [see Series 168 and 171]
- 256 Writs relating to 9 Middleby Street, 1823-1933
- 257 Writs relating to 11 Middleby Street, 1816-1892
- 258 Writs relating to 13 Middleby Street, 1826-1913
- 259 Writs relating to 12 Duncan Street, 1818-1909
- 260 Correspondence and papers relating to the Duncan Street premises, 1908-20  
Comprising contract, estimates 1910-11 and correspondence and tenders for gas, electricity, telephones, dynamos, lighting, mason and joinery work, insurance, etc.

- 261 Documents relating to Duncan St. premises, 1915-19  
Including detailed account from Auld and Macdonald relating to Dean of Guild petition for planned extension to the Duncan Street works [see *a/s/o* 263]
- 262 Papers relating to Duncan St premises (extension/modification), 1924-38
- 263 Documents relating to Middleby Street property (proposed extension of the Duncan St works), 1959-1972
- 264 Documents relating to repairs and refurbishment of Duncan St. premises, 1982-83
- 265 Architects plans and sketches of Duncan St. premises, 1909-93  
Original plans and elevations (hand-coloured) April 1909; proposed extensions (to Gray St.) 1915, [letter from architect Cousin, Ormiston and Taylor regarding these tracings has been filed with Series 261] layout rough plan October 1919, loading dock 1925, additional heating and boiler plans 1935 and 1938, new lift in extension 1937, partitions 1972, plan of machine room floor (undated), proposed additional office 1989, folio of plans for reorganization for Bartholomew/Times c.1992-93. Also copy of Bartholomew's plan of Edinburgh and Leith with location of the Duncan St. works marked in red. File also includes issue of the *British Colonial printer and Stationer* 29 November 1906 with detailed article on the London Geographical Institute, the headquarters of George Philip and Son, and their Willesden Junction factory [*a model for the EGI?*] and a copy of prospectus issue for shares in W. and A.K. Johnston 1900; photos, sketch and newspaper cutting relating to re-use of the Falconhall stone facade for the portico. *In SR Map cabinet 9/3*
- 266 Engravings (printed) of architect's impression and front elevation (with scale) of the Duncan Street premises (façade), 1909-10 [some copies with title Edinburgh Geographical Institute, others without, and one framed]  
*In SR Map cabinet 9/3*
- 267 Correspondence and papers concerning lease, furnishing and surrender of lease of Bartholomew's London Office, 1937-1944  
The office was leased from J.M. Dent and Son, and surrendered because of the war
- 268 Documents relating to a proposed factory/warehouse at Loanhead, 1970-78.  
Conditions of contract and specifications by George Wimpey and architect's blueprints, 1970; outline of proposed extension to premises, May 1978
- 269 Drawings, sketches and photographs of premises occupied by John Bartholomew (Brown Square, Parkside and Duncan St.)  
Photographs include Brown Square premises, external and internal; printing and photographic machinery at Parkside and Duncan St. works;

- first consignment of the Times Survey Atlas of the World leaving the Edinburgh Geographical Institute on a lorry, dated 31 October 1919; a 1980s Bartholomew van; Duncan Street premises under construction, exterior and interior of Parkside [1888], Duncan Street and Loanhead premises, exterior of Duncan St at time of sale 1995 (full sale brochure and photograph with signatures of HarperCollins staff as at October 1995)  
*Oversize items in SR Map Cabinet 9/4*
- 270 Plans (layout) for proposed extension re-organisation of Duncan St. for Bartholomew/Times, undated
- 271 Factory and Workshop Act Register and certificates, 1895-1966  
General report on the factory fabric 1895, certificates of fitness of young people and children employed 1903-38 (reports include name, date of birth, plus address and parents' name in early years), then only reports on lifts (to 1966).
- 272 Safety notice, April 1953: "smoking forbidden"
- 273 Bartholomew Safety Policy for Duncan Street premises, Edinburgh, October 1990
- [274 not allocated]

## **PRODUCTION RECORDS 1864-2002**

Additional information relating to specific publishers, publications and printing jobs can be found in the firm's correspondence and financial records, and in individual map project files.

### **Printing record, 1877-2002**

*The printing record comprises a copy of each sheet printed daily, annotated with job number, date and number of copies. This series is being catalogued separately: access will be available through the NLS Manuscripts database. Access is also partly provided by the job registers, Series 281-287*

### **Job records**

See *also* the various summary records of work undertaken in series 238

## **1. Early records of John George Bartholomew) 1885-90**

- 275 'Notes on Work in progress' [commenced] October 1885  
Entries brief, mainly lists of sheets for a particular atlas or series; most of volume empty. Includes list of exhibits for Edinburgh Exhibition of 1885 and proof of title and contents page of Bartholomew's Pocket Atlas of the World for 1886.
- 276 'Work Book', March 1885-December 1886  
Entries with title of map or plan under name of client (including Bartholomew), some with date finished: shows wide range of work undertaken, including for French, Belgian and American publishers.

- 277 'Work in Progress July 1888-Feb. 1892  
Entries give name of firm, map or atlas title and quantity to be printed. Columns also for stages of completion (drawn, revised, engraved, lithographed, printed) for 1888, but then discontinued.
- 278 [untitled workbook], [1890]  
Record of drawing/litho/printing work on Nelson's maps. Undated but one of the two enclosed notes from T. Nelson is dated 6 February 1890.
- 279 [untitled], 1902-3  
A small notebook recording Printing, Drawing and engraving, and Writing and speaking, with list of maps under each heading

## 2. Job registers and lists

The Job registers (Series 281-289) are arranged chronically with work number, customer, title of work, number of copies, remarks, and [date] completed; later volumes also have when wanted and notes ('urgent', 'end of June' etc) and, from 1939 [336] entries are expanded to record the type of paper used. The job number provides an entry point into the Order and cost books, which have more details. This volume commences with an alphabetical index to customer, but the index is not maintained beyond the first month and is subsequently used for notes on later work, c.1900-1916 (e.g. under L in the index there are notes on two litho apprentices who started in 1914 and 1916, under T there is a note regarding changes to a sheet of Thacker's India) *N.B. these job numbers appear on Bartholomew maps from c.1911 and are a valuable source of dating*

- 281 [Jobs register] July 1888-December 1899
- 282 [Jobs register] Jan. 1900-Dec 1925  
Pencil note inside the back cover with the names and addresses of colourists.
- 283 Jobs Register [November 1927]-1939 [a few entries for 1925-27, possibly jobs not yet completed]
- 284 Jobs Register 1939-59
- 285 Jobs Register 1959-73
- 286 Jobs Register 1973-78
- 287 Jobs Register 1978-82
- 288 Jobs register, referenced A-S, c.1983-87 [in sheet form, order numbers with letter prefix]
- 289 Jobs register, new job numbering system references A-Z, 1987-1990  
File includes list of old system and new system numbers and memoranda relating to the change, as well as register sheets.



- 290 Jobs printed September 1986- December 1990  
Computer-generated list for the period, and a series of weekly/fortnightly lists
- 291 [Job/order record], 1987-1989  
On sheets, arranged by order number [new system with letter prefix} with customer, job title and quantity printed. *Used rather as a cross reference to new numbering system?*
- 292 [untitled] August 1927-February 1945  
Ledger used to record progress of work on maps and plans, indexed alphabetically at front of volume by map/sheet title. For each sheet there is a summary record from the date ordered until plates ready and printed, (details of corrections, dispatch of proofs, colouring, etc. and any other issues affecting completion and time taken)
- 292a 'Job numbers and work progress' card file, c.1975-83  
Cards arranged alphabetically by client name, with job or quote number. Some with a brief description of the work, including the map base to be used, revisions, if superseded or withdrawn, etc. Appears to relate to work undertaken from mid-1970s to c.1983

### 3. Departmental job/work records

- 293 [Geographical Department work record], c.1920-[61]  
Mainly 1919-34 with some additional entries: a list of finished drawings has additions to 1961. Arranged alphabetically by name of client or title of map or other work, with detailed description of the preparation and revision work done, and occasional notes regarding the order. Volume also contains notes on Geographical Dept. staff, including a record of staff on military service] c.1940-[56], with name, address, date of leaving, communications with them, date of return or other notes.
- 294 Geographical Dept. [work record] c.1939-66  
Cover label is ' Index to order cost book, 1930- ' but appears to be a summary record of time spent on particular jobs, arranged alphabetically by name of client with title of work and drawing or engraving done: only a few have the job number.
- 294 [Photographic department job record] 1939-68 (one entry for 1934)  
Arranged by map etc. title, with order number, date, title of work and [film?] reference number: *can be used as an entry point to the glass plates and sheet films*. First part used as summary record of responses to letters received Dec. 1938-July 1942, mainly estimates and acknowledgements
- 294a [Photographic department (Cliff Kerr) job record] c.1939-63  
Similar information to Series 294 (job number, name and description and reference number) but arranged alphabetically by client name. There are undated entries before and after the dated entries.

- 295 Drawing Office Work programme, 1959-61, 1963-65.  
Chronological record for May 1959-June 1961 and May 1963-Jan. 1965,  
with order number, customer, work [description], 'D.man', date started and  
date finished.
- 295a [Editorial Dept.] Weekly work records, 1981-83
- 295b [Printing Dept.] Weekly reports of work finished, 1986-1993

See *also* staff workbooks and notebooks, Series 350-375

### **Day books June 1869-1961**

Chronological record of work, with job number, customer name, with address (or simply identification as 'engraver' etc), title of work or itemized number of sheets with name of individual image, and brief description of work done and number of copies [e.g. 'To engraving map' or 'To 1 sheet ordnance survey', 'engraving 7 views', ruling, etc] or simply 'to goods' with relevant invoice book or cash book reference, and the total charge. The cost information parallels that of the ledgers. The first sequence (1869-88) has running totals for amounts invoiced. Covers all work, i.e. not only maps and plans but also prospectuses, casing, labels etc.

*For detailed charges for specified part of the work, see the Order and cost books*

- 296 Day book no.1 1869 June 1869-December 1874
- 297 Day book no.2 Jan.1875-August 1880
- 298 Day book no.3 Sept.1880 –March 1885
- 299 Day book no.4 1885 – [June] 1888
- 300 Day book no.1 July 1888 - December 1892
- 301 Day book no.2 January 1893 - March 1897
- 302 Day book no.3 March 1897 - April 1902
- 303 Day book no.4 April 1902 - September 1907
- 304 Day book no.5 September 1907 - March 1913
- 305 Day book no.6 March 1913 - July 1919
- 306 Day book no.7 August 1919 - December 1923
- 307 Publications Day book no.8 1924-November 1932
- 308 Publications Day book no.9 [December 1932]-1937  
First part of this volume used as a Trade Day book for 1924-32

- 309 Publications Day book December 1937 – [March] 1944
- 310 Publications Day book March 1944 - February 1950
- 311 Publications Day book March 1950 - July 1955
- 312 Publications Day book 1955-1961

**Order and cost books 1886-1968**

Arranged chronologically, recording order number, Daybook folio, customer name and address, work title/description and number of copies, charges for each component (engraving, drawing, stones, tinting, transparency, printing, inks, paper) and total cost. *See also Printing orders, estimates and quotes*

- 313 Order and cost book Jan.1886-June 18[88]
- 314 Order and cost book July 1888 - December 1892
- 315 Order and cost book January 1893 - November 1897
- 316 Order and cost book November 1897 - March 1903
- 317 Order and cost book March 1903 - January 1909
- 318 Order and cost book January 1909 - July 1914
- 319 Order and cost book July 1914 - May 1923
- 320 Order and cost book May 1923 - July 1930  
This volume has a sticker pasted onto the front endpaper with the names of printers to 5 September 1924, with later ms additions
- 321 Order and cost book September 1930 - August 1937
- 322 Order and cost book September 1937 - November 1944
- 323 Order records (slips), 8/1500 to 9/1200, November 1936 to November-1943  
These record order number, date, customer, when wanted and description (number of copies and title), annotated with the date done, time spent and cost.

**Engraving books and workbooks 1888-1923**

- 325 'Engraving book 1888-1910'  
Summary record of work arranged chronologically, with order number, work title and owner, type of work (engrave, correct), date received and sent, and charges. Work (map) title index.

### **Engraving books 1888-[1923]**

Weekly record of charges for specific maps, arranged in sections, with general maps followed by individual atlases or map series (subdivided by individual maps, alphabetical by place). Volumes have Index by map/plan title. Each entry has a job number, charges (for labour and copper) incurred, and cross reference to ledger entries. Some date overlaps occur because new volumes were commenced as needed when new maps were engraved, but entries continued in earlier ledgers for existing maps until space ran out.

326 Engraving book 1888-18[93]

327 Engraving book 1894-[1906]

328 Engraving book no.3 1906-19[23]

### **Engraving work books 1899-1926**

Weekly record of charges for work by individual engravers for specific maps. Each entry records the relevant engraving book page, owner (mostly Bartholomew but also Murray, Blackie and others) and title of work (map), *number of map* and, for each engraver, the charges for work done, with cumulative weekly totals.

329 Engraving work book Jan.1899-April 1904

330 Engraving work book May 1904-December 1909

331 Engraving work book Jan. 1910-December 1915

332 Engraving work book Jan.1916-February 1926

### **Drawing books and workbooks 1888-1924**

As with the engraving books and workbooks, these are arranged in two sequences. The drawing books are arranged by map name, with an index by map title and entries for charges for work done, i.e. concerned with total charges for work on any item, while the Work books record details and charges for work done by the individual draughtsman, along with the work description, plate number and cumulated weekly totals.

333 Drawing book 1888-18[93]

334 Drawing book 1894 –[1907] some entries to 1915

335 Drawing book no.3 1908-23

336 Drawing workbook 1901-1903

337 Drawing workbook 1903-1906

- 338 Drawing workbook 1906-1908
- 339 Drawing workbook 1908-1910
- 340 Drawing workbook 1910-1912
- 341 Drawing work book 1912-1924

**Printing workbooks 1903-17**

Weekly record of printing, recording the work and hours of each printer [Yale, Eagle, Harley], with order number, work title or description, and details of the work done (colour, 'on' [i.e. number of machine?], copies, pulls, hours, rate, ink used)

- 343 [Printing workbook] 1903-7
- 344 Printing workbook no.3 1908-11
- 345 Printing workbook no.4 1911-13
- 346 Printing workbook no.5 1914-17  
Has a note at the end of entries that 'work posted direct to o/c book' after this date.
- 347 Litho writers and colourists workbook June 1912-April 19[21]  
Weekly record of work undertaken by colourists, recording [order and cost book page reference], owner, title of work, name of each colourists with charges for work done.  
[Note that in the order and cost book these charges appear under the heading 'tint stones']
- 348 Work Book April 1923-December 1925  
Weekly work record for Litho and colourists? [c.f last entries in Litho workers and colourists workbook, but are briefer, barely legible and cryptic, with order number, client name, record of Drawing Office and printing work (patch, colour, pulls and then codes C....X and number of pulls)

**Staff (personal) workbooks, time books and notebooks**

- 349 Notebook ('Rechenheft') of Friedrich Bosse, [calculations of scales?], undated
- 350 [untitled] Record of correction work on stones and plates, 1904-06  
List of [complimentary?] 'Copies of London Atlas' in back of book
- 350a Notebook with label 'J.B' containing details of printing work and time taken on them, December 1913-February 1914 (mostly blank)
- 351 Notebook by James Bain on his time at Bartholomew, 1880-1890s, with covering letters

- 352-60 Notebooks of John Colquhoun, Patching Dept., 1924-61  
Volume for 1924 – [?], with many inserts, and a further 8 numbered volumes for 1929-61.
- 361-65 *Notebooks of W.J. Dickson, Printing Dept., 1931-52*
- 361 Working notebook of W.J. Dickson, 1931-[49]  
Alphabetically arranged entries relating to individual maps and atlases, techniques and equipment
- 362 'Machine stones': W.J. Dickson's notebook on stones taken off, 1932-47  
Records stone number, brief description, colour(s), date 'off'.
- 363 'Paper rationing': W. Dickson's notebook recording paper used, 1939-49
- 364 'O.S. Orders': W. Dickson's notebook of work done for the War Office and Ordnance Survey, September 1939-October 1940
- 365 Working notebook of W.J. Dickson, 1940-[43]  
Includes notes on staff, paper rationing and O.S. maps
- 366 Notebook of Thomas Lyall, Drawing Office, c.1934-43  
Includes draft estimates and letters to clients, notes on receipt of drawings, and working references to scales etc.
- 367-71 *Time books of David Webster, copperplate engraver, 1934-61*  
Weekly record of work with order number, work title and hours
- 372 Time book of Margaret Macdonald/Wilkinson, 1949-60
- 373 Time book of Norman R Mackie notebook of work done, 1951-58
- 374 [Time book, engraving and patching?], 1937-59
- 375 [Time book, copperplate], 1964-65

### **Printing Orders, estimates and quotes**

Printing orders are a rough weekly record of paper used/estimated for orders, with order number and description (title, client, quantity), number of sheets, size, weight and colour of paper

- 377 Record of printing orders Jan.1904-July 1906
- 378 Record of printing orders March 1906-March 1908
- 379 Record of printing orders March 1908-June 1910
- 380 Record of printing orders July 1910-Jan. 1913

- 381 Record of printing orders Feb. 1913-June 1915
- 382 Record of printing orders July 1915-June 1920
- 383 Record of printing orders August 1920-March 1924
- 384 Record of printing orders March 1924- March 1927
- 385 Record of paper given out, 1956-1967  
Weekly record of paper issued Jan.1956-Feb.1968, recording OCB [order and cost book] number, work, size and weight of paper, number of reams and price per ream, and total value
- 386 [Estimates], Nov.1960- June 1968  
Record of estimates given for particular maps, arranged by map/atlas name, with name of client, estimate, date, whether bound and unit and total estimate price. Mainly for the 1/5 Road Atlas GB.
- 387 'O.A.S. orders', Oct.1966-Oct.1982  
Records order number (with letter prefix, i.e. distinct from map printing), customer, quantity ordered, job, printings, quantity produced, paper or card specifications and date completed. Orders are not for maps but for jackets, covers, booklets, record sheets, posters, forms and other general printing.
- 388 Quotes and estimates 1982-1990

### **Despatch and postage records**

Daily record of orders sent, with order number, customer and description of the work, paper used and rate [often not completed] and how sent.

- 390 Dispatch Book [no.1] 1888-90
- 391 Dispatch Book no.2 1890-2
- 392 Dispatch Book no.3 1892-3
- 393 Dispatch Book no.4 1893-4
- 394 Dispatch Book no.5 1894-6
- 395 Dispatch Book no.6 1896-7
- 396 Dispatch Book no.7 1897-8
- 397 Dispatch Book no.8 1898-9
- 398 Dispatch Book no.9 1899-1900

- 399 Dispatch Book no.10 1900-2
- 400 Dispatch Book no.11 1902-4
- 401 Dispatch Book no.12 1904-8
- 402 Dispatch Book no.13 1908-11
- 403 Dispatch Book no.14 1911-15
- 404 Dispatch Book no.15 1915-20
- 405 Dispatch Book no.16 1920-4
- 406 Consignment notes LNER 1945-7  
Receipts for parcels sent by passenger train
- 407 Consignment notes LMS 1945-7  
Receipts for parcels sent by good train
- 408 Postages book 1976-83  
Record of cash expended on stamps

### **Stock records (paper and publications)**

*See also* Series 239, annual statements and accounts, which include stock inventories

### **Paper books 1888-1915**

Arranged by paper size (double demy, imperial etc), with index to the papers at the front. Entries record purchases, when received and from whom purchased, quality, weight, quantity, price per ream and invoice price, when used and for what, number of copies, quantity used and remarks (used initially only occasionally to indicate additional process, as glazing, but later used consistently to record customer name. Principal suppliers during this period were Cowan and Co. and A. Whyte and Sons, later also Macniven and Cameron.

- 410 Paper book [No.1] 1888-97
- 411 Paper book no.2 1897-1907
- 412 Paper book no.3 1907-15

### **Stock books**

- 413 [untitled] June 1888-[1905]  
Publication stock book no.1? Records quantity printed and sold of Bartholomew's own maps, arranged by map series/sheet title, with



alphabetical index and loose summary of sales for 1890-99. Date range for many titles is 1888-98, but some continue to 1905.

- 414 Publication Stock Book no.2 1898-1904  
Running inventory of stock (quantity in stock and quantity used), arranged by map series/sheet.
- 415 Publication Stock Book no.3 1905-15
- 416 Publication Stock Book no.4 1916-23
- 417 Publication Stock Book no.5 1923-36
- 418 Publication stock control (slips and cards), 1963-84/85  
Individual cards for each map series/sheet, recording sales, stock and printed
- 419 'Rivers': [stock record of maps relating to British rivers], 1932-1958  
A very rough record arranged by name of river, with the date, customer name, number in stock and number supplied (distinguishing sheet and folded): 1958 is date of last entry for one map, most entries ended before this.

### **Supplies**

- 420 [Notebook containing details of suppliers], undated (1930s?)  
Alphabetical by company name, with material supplied, [usual order quantity?] and price per unit.

### **Work instructions**

Instructions in sheet form, with job number, customer reference and description of work. Job numbering system/coding see series 341 above. Work instructions may also be found in files on particular jobs.

- 422 Work instructions and associated memoranda, external customers A-B, c.1976-1992
- 423 Work instructions and associated memoranda, external customers C, c.1976-1992
- 424 Work instructions and associated memoranda, external customers D-H, c.1976-1992
- 425 Work instructions and associated memoranda, external customers I-L, c.1976-1992
- 426 Work instructions and associated memoranda, external customers M-O, c.1976-1992

- 427 Work instructions and associated memoranda, external customers P-S, c.1976-1992
- 428 Work instructions and associated memoranda, external customers T-Z, c.1976-1992
- 429 Work instructions and associated memoranda, external customers, job correspondence 1-1049 Dec. 1986-Nov.1987
- 430 Work instructions and associated memoranda, external customers, job correspondence 1050-1999, Nov. 1987-Jul.1988
- 431 Work instructions and associated memoranda, external customers, job correspondence 2000-2649, Jul. 1988-March 1989
- 432 Work instructions and associated memoranda, external customers, job correspondence 2650-3299, March 1989-October 1989
- 433 Work instructions and associated memoranda, external customers, job correspondence 3300-4159, October 1989-November 1990
- 434 Work instructions, Bartholomew covers, references C-FM, 1976-93
- 435 Work instructions, Bartholomew covers, references A/G – G, 1982-1994
- 436 Work instructions. GT series, handy maps, Europe maps, holiday route planners, international travel maps, J & B maps, motorist -British Isles series, pocket maps, touring road maps, tourist route series, 1978-1990
- 437 Work instructions, National map series (jobs 5201-5230), 1974-76 and other Bartholomew series, 1980-1991
- 438 Work instructions, stationery and advertising, 1974-1990
- 439 Work Instructions, various 1976-90, Nicholson 1986-93 and Collins/HarperCollins, Geographia and others, 1991-94

**Editorial Department (Publications programme, Editorial and Design, Computer systems)**

For Editorial department correspondence see Series 837-1100

- 440 Bartholomew Publications program/Group Publishing lists, 1986-88
- 441 Bartholomew Publications program/Group Publishing lists, 1989-1990
- 442 Bartholomew/Times publishing programme no.1 (May 1993) to no.13 (July 1994); HarperCollins Cartographic publishing programme no. 14 (August 1994) to no.18 (December 1994)

- 443 Editorial Dept. work progress files, 1990  
Computer generated record of entries for all work passing through the editorial section and from file copies, as at January 1990, arranged alphabetically by job keyword (mainly map or series title) with the editorial job number: most entries relate to work of the 1980s.
- 444 National map series (1:100,000) revision manual and related notes, memoranda, checklists, 1973-82
- [445 not used]
- 446 [Editorial practice], 1975-84  
Miscellaneous file including Bartholomew Gazetteer index system description (report by CDP) 1975, Editorial specifications, 1984 and related memoranda and notes re indexing, corrections etc.  
*There is further similar material in the correspondence files of J.C. Bartholomew*
- 447 Bartholomew map design manual 1984 (2 v.)
- 448 Bartholomew's Type faces (printed book of samples), 1962
- 449 Type size and style samples (on film), c.1980-83
- [450 not used]
- 451 Data for production activities, using the Sirius computer system, 1985-1987.  
In 4 boxes, with Guide to system in the first box.
- 452 Documentation/reports on Computer system (menu options and features), 1989-1994
- 453 Index data (paper diskettes), c.1991-92. 2 boxes
- 454 Daily data back-up files (paper diskettes)
- 458 Automated Mapping System/GIS, 1981-  
Reports, memoranda, notes, published material relating to proposed introduction of an automated mapping system, 1981-  
*Includes material from the files of Robin Orr and John C. Bartholomew*

### **Plates, stones, films, drawings and tracings: registers, lists, indexes and files**

#### **Plate books 1885-1950**

- 460 Plate ledger no.1 1887-1925  
Index by map/plan name at the front. For each entry (with a brief description and number of the sheet where the work is for an atlas) there is a chronological record of charges for work on the plate.

- 461 Plate receipt book no.1 1887-1932  
Arranged alphabetically by name of customer, with date received, a brief description and the signature of the person receiving it [no evidence that plates were returned]
- 462 Lists of plates (by plate number 1-1669, and under atlas title)
- 463 Lists of plates (by plate number, 1-1843)
- 464 Lists of plates 1885-8, 1892, 1900, [1915-1919]  
Lists of plates held to 1900: appears subsequently to have been re-used by J.A. Pollock to record plates prepared 1915-1919
- 465 Plate Safe book 1911: Register of contents of boxes in Plate Safe (by box number)
- 466 Plate Safe book 1939 [a later version of 465]
- 467 Plate number book 1878-1952 [1950 – possibly some pages lost at end of volume]  
Numerical list, with plate number, title, scale, series and box number, for plate 1-1857 (with some gaps in the numbering sequence).
- 468 Lists of Plates (1-967) alphabetically arranged
- 469 Lists of Plates (1-967) alphabetically arranged
- 470 Lists of Plates (1-967) alphabetically arranged
- 471 Lists of Plates (1-1860) alphabetically arranged  
These four lists are arranged in the same way (number, title, scale, series) and seem to be variants, completed at different times, with this (Series 471) the most comprehensive.
- 472 Plates in boxes , c1950  
Record by box number (1-177) the plates (brief title only)
- 473 Plate royalties book no. 1, 1888-90  
Arranged by atlas, series or map title, with name of plate owner, plate number and brief title, and payment made, with index by name of map/plan

### **Lithographic stones**

- 474 [untitled] Record of maps 'taken off' the stone, c.1899-1907  
Record of maps deleted/effaced, with seven loose inserts (notes and correspondence giving permission to remove the work). Arranged alphabetically by name of original client (or occasional keyword description, as 'cycling map') and (though not all) with the date the image removed.
- 475 [untitled] Record of printing from stones, 1906-1930

Contains record of printing from stones, arranged alphabetically by client name, with order number, brief description of the work and the number of copies printed (some with colours identified and a few with annotation if then or later taken off the stone.) There is also a chronological list of stones [accidentally] broken and bought for 1907-18, and some notes on estimates for preparation of particular works.

- 476 [untitled] List of lithographic stones, undated  
Numerical list of stones numbered 1-737, with subject, dimensions (in inches) and weight, with rate per lb and total value [rates vary from 7/8 to 3d. per lb, the highest being for tinted stones ]  
*A retrospective summary rather than working record, possibly compiled as part of a valuation. Undated but an inserted note from Gall and Inglis regarding return of a stone is dated April 1889.*

### **Drawings and films**

- 477 'Drawing Office: Ph/D filing index', undated  
Index to location of films and drawings ('patching records', finished drawings, 'make-ups', scribes and other originals), arranged by map/work title with type of material (film, working drawings, folder of material, patch-up original etc) and location reference (most with D or S prefix). Possibly begun in the 1950s, with additions at least to 1972
- 478 "Listing of Willie Hall's Cabinet" [Drawing office index to drawings, 'make-ups' and other originals] (compiled) 1984  
  
*See also* [Photographic department job record] 1939-68, Series 294, which can be used as an entry point to the glass plates and sheet films.
- 479 [Record of issue of plates, tracings and drawings?] 1933-51  
Job number, work description, initials and date

### **Tracings**

- 480 Tracings for plates, photolithos etc. 1910-12
- 481 Tracings for plates, photolithos etc. 1912-27
- 482 Tracings for plates, photolithos etc. 1927-34, 1941

[483-498 not allocated]

### **STAFF RECORDS**

For additional correspondence relating to Library staff, see Series 1917

- 499 Staff register, c.1896-1986

Alphabetical record of the firm's staff (name, address, position, dates joined the firm and left/died), with some inserted notes, charts and copies of death notices

*Received September 2008*

*500- 513 Wages books 1883-1964*

Entries record name, position, Department, employee number, hours, rate and weekly wages, with weekly total for each department. In the main series (from July 1888) there is an alphabetical index to names, with address and position held. Positions as at 1888 were draughtsman, engraver, index work etc, litho writers, tint stone, machinemen, machine girls, printing room overseer, firemen, plates transfer, apprentice, warehouse foreman, stones, porter, mounting. In later volumes, copperplates, patchers, transferers, stones, printers [former machinemen] and paper room staff are separately distinguished, and tint stones become colourists ; later still, sections are added for editorial staff, polisher and letterpress and photo.

- 500 Wages book, September 1883 - May 1888
- 501 Wages book no.1, July 1888 - July 1891
- 502 Wages book no.2, July 1891 - December 1894
- 503 Wages book no.3, December 1894 - December 1897
- 504 Wages book no.4, January 1898 - April 1901
- 505 Wages book no.5, April 1904 - February 1906
- 506 Wages book no.6, April 1904 - February 1906
- 507 Wages book no.7, February 1906 - December 1909
- 508 Wages book no.8, January 1910 - April 1913
- 509 Wages book no.9, May 1913 - July 1927
- 510 Wages book no.10, August 1927 - July 1939
- 511 Wages book no.11, August 1939 - March 1948
- 512 Wages book no.12, April 1948 - June 1960
- 513 Wages book no.13, June 1960 - April 1964
- 514 Salaries book, 1919-27  
Record of salaries for staff (including J.G. Bartholomew and A.G. Scott) paid quarterly or monthly
- 515 Wages statements and related notes and lists, various dates

- Includes list of long-serving staff employed from 1878-1972, compiled retrospectively for the firm's '150 years' history, and notes on wage rates and increases 1922-28
- 516 Wage cards, 1925-39  
Arranged by department, with name of each member of the section, date started and left, and monthly/weekly wage. Earliest starting date 1883, latest 1938. Useful record of changes in skills required by the firm (as appointment of 'photo process' and letterpress staff)
- 517 Wages analysis, 1931-54  
Weekly record of payments made to each category of employee (draftsmen, mounters, etc) rather than individuals, with pensions and weekly totals
- 518 Income tax paid on employees, 1929-39 (weekly entries, under individual names)
- 519 Income tax paid on employees 1939-44  
Volume later used for publications sales analysis (items over £100) 1955-8
- 520 Invoices and memoranda relating to payment of freelance editorial staff [working on Gazetteers], 1975-76
- 521 Personnel records, c.1955-75  
Completed form with basic information, including date of birth, qualifications, medical history, some with related correspondence and references. System begun c. ....and forms compiled retrospectively
- 522 [Geographical Dept.] Correspondence and other papers relating to staff appointments and wages, 1922-41  
Includes applications for positions of photo litho operator and geographical draughtsman, and correspondence regarding reservation of cartographers in WWII.  
See also Series 293, which contains some information on Geographical Dept. staff, including staff on military service from December 1940.
- 523 Employment enquiries, 1953-57
- 524 Employment enquiries, 1958-61
- 525 Employment enquiries, 1962-1966
- 526 Employment enquiries, 1967 - 1971
- 527 Employment enquiries, 1972 - 1973  
From this date, the sequence also includes some correspondence relating to advertised positions, memoranda re new appointments and related job specifications
- 528 Employment enquiries, 1974 - 1979

- 529 Employment enquiries, 1980-1988
- 531 [Training and induction] Miscellaneous memoranda, circular information for employees, in-house training, external programs and courses, c.1966-87

### **Unions, Pensions, Staff welfare and Social events**

*See also* Reports to annual Management/Employees general meetings, Series 229; Partnership certificates, series 553 and 556; and the various Printers Association files

- 532 [Union negotiations] Agreements, correspondence and memoranda relating to wages, holidays, etc., 1959, 1979-83  
John C. Bartholomew's file copies: includes a circular letter of 1959 regarding the firm's response to a wages dispute, and minutes of meetings between management and SLADE representatives 1979-80.
- [533 not allocated]
- 534 Miscellaneous papers relating to staff welfare, 1907-89  
Includes work instructions relating to health and safety, work environment, equipment, etc. 1974-89; Employers' insurance policy, 1907, and correspondence with Rollos regarding staff lunch provision 1963-64
- 535 Bartholomew pension scheme, original quotation and booklets 1952 and subsequent revision and related memoranda 1968, 1972-77
- 536 Miscellaneous material relating to official Bartholomew social events, 1893-1987 including programs of the fourth annual soiree concert 1893, thirteenth annual picnic 1903 and the meal, dance and concert at Albyn Rooms, 1921; EGO golf club annual program 1929-39 and 1969-71; a poem on personnel, 1976, by A. Gilchrist, and memoranda re Christmas parties.  
*See also* photographs of staff and social events in Series 1902-05
- 537 Roll of members of the Scottish War Savings Committee, Geographical Institute War Savings Association, with related correspondence, 1944-67  
Roll records name, address and notes; correspondence relates to certificates and savings
- 538-541 Firewatching log December 1941-September 1944  
Daily log with name and hours of person on duty and 'incidents', in 4 volumes

[542-550 not allocated]

### **FINANCIAL RECORDS**

For annual accounts, balance statements etc. *see* Series 239 and 242.



## Share records

- 551 Ordinary Share register no 1, 1919-1977  
Register of members and ledger: entries gives name, address, occupation [and date of death if relevant] of shareholder: also an annual return of share capital and shares, 1920-38 and an insert giving register of directors' shareholdings, 1949-1962
- 552 Preference Share Register no.1, 1919-1977  
Register of members and ledger: entries give name, occupation, address [and date of death if relevant] and annual return of share capital and shares, 1920-38
- 553 Partnership Certificate register no.1 1919-1925, 1931.  
Record of the issue of certificates with inserts detailing bonuses, 1926-1933 and name index. Index entry indicates work (printer, colourist), and their starting date with the firm is recorded in the register entry
- 554 Ordinary share certificates, 1919-1979 [1-74 used]
- 555 Preference share certificates, 1919-1979 [1-25 used]
- 556 Co-partnership certificates, no. 2, nos.252ff, 1924-1925, 1931, 1938  
Two single certificates, nos. 26 and 227, received separately, have been inserted.
- 557 Correspondence and papers relating to shareholdings, 1919, 1925, 1948, 1962-1980  
Applications, returns, issue of dividends, valuations; also report by Layton-Bennett, Chiene & Tait, chartered accountants, on the value of ordinary shares of as at 28<sup>th</sup> August 1930
- 558 Record of dividends paid, February 1953- February 1978 [final]
- 559 Share certificate transfer forms 1977-80  
The final transfers are for 560,000 1 p. and 560,000 deferred 25 p. shares to Readers Digest

## Ledgers and journals

*In addition to cost information these series provide a valuable source of information on the various businesses with which Bartholomew had dealings [see also invoice books]*

### Ledgers 1864-66, 1868-1964

- 561 [untitled], June 1864-March 1866.  
Arranged chronologically by date order received, with date finished, name of firm/individual, order details (number of copies, whether printing, engraving, writing, binding etc), and charges: there are ruled columns for drawing or

- writing, engraving, copper, stonework, printing/paper, expenses, total cost, profit, amount charged and received, but mostly only the total cost and/or printing and paper charges are given.
- 562 'Ledger', Jan.1868-[June]1869  
Accounts with individual clients, arranged by name of firm/individual, the larger ones with separate engraving and printing accounts. Under each firm, a chronological account of charges for work done, with the work briefly described (e.g. 'To printing 1000 maps Lake District) and cost, with running total of amount paid/outstanding for that firm/project. Alphabetical index to client inside back cover
- 563 'Ledger no.1' July1869-Dec.1877  
Arranged by firm, with alphabetical index at front of volume. Separate accounts for individual titles/projects for the larger firms. Provides description of work carried out and charges, as in 562.
- 564 'Ledger no.2' 1878-84  
Content as for 203, which it continues. Includes record of printing for Sir Thomas Bouch (Forth Bridge 1878) and for Baddeley (Lake District 'in colours' 1880)  
*Subsequent to this volume, in addition to the general ledger entries [565-68], a series of ledgers were maintained for published map stock [570 ff]*
- 565 'Ledger no.3' 1884-June 1888
- 566 General Ledger no.1 July 1888-1911  
This and the following general ledgers have customer accounts arranged by name of firm/individual, as the earlier ledgers above.
- 567 General Ledger no.2 1912-36
- 568 General Ledger no.3 1936-64
- 569 'Publications etc. produced no.8', 1924-1988  
This is a summary record of printing work, arranged chronologically with order number, work title and number of copies printed, number of printings, and cost of paper, with [to Sept. 1968] an annual running total of charges. Entries for 1946-55 distinguish if by offset, 1956 indicates if by flatbed. Later 'N' [new?] and 'reprints' are identified. No costs or running totals after 1970-71.

### **Publication(s) ledgers and stock books, 1878-1967**

Ledger (debit/credit) entries for sales of individual map sheets, with entries arranged chronologically under either name of firm or individual title/map name, with relevant index [note that in series 571 these are combined (with an integrated index)]. The brief entries record only title and quantity (or simply 'To goods' and map number), with the cost and how/when paid.

- 570 'Ledger no.2' 1878-84  
Volume originally used, for the first half of 1878, for customer accounts, as 203, but these entries have been crossed through, and the volume used rather to record accounts for sales of individual maps and other publications. Indexed.
- 571 Publication ledger [no.1] July 1888-Dec.1900  
Entries under both name of firm and title of map/plan, with integrated alphabetical index
- 572 Publications ledger no.2 January 1901 - December 1913  
Arranged by firm/customer name, with alphabetical index
- 573 Publications ledger no.3 January 1914 - December 1923  
Arranged by firm/customer name, with alphabetical index
- 574 Publications ledger *ca.* 1924 - *ca.* 1953  
Arranged by firm/customer name, with alphabetical index
- 575 Publications ledger, 1953-67  
Alphabetical by firm/customer name, with a chronological record of the running account for each job (indicated only by job number, rather than description)
- 576 Publication ledger no. 2, [1940]-68  
Arranged by firm/customer name, with alphabetical index  
*Dates essentially 1967-68: it mainly continues the general ledger entries for customers as in 575, but also includes some [Australian and American] firms from an earlier date, e.g. Angus and Robertson, Sydney for 1940-68 and the American Map Co., Illinois for 1963-68*
- 577 Publications ledger no.2 [1892-1907]  
Arranged by map title, entries record whether to stock, cased or printed.  
*Overlap of dates in this sequence occurs where a new volume was needed for entries for any particular map - as e.g. the Tourist map of Scotland, where entries in this PL no.2 are continued in Publications stock ledger 3 [series 578)*
- 578 Publications stock ledger no.3 1897-1905  
Arranged by map/plan title, with alphabetical index. Records of sales of English series and Scotland 1/2" have been inserted.
- 579 Publications stock ledger no.4 1905-9  
Arranged by map/plan title, with alphabetical index
- 580 Publications stock ledger no.5 1910-19  
Arranged by map/plan title, with alphabetical index
- 581 Publications stock ledger no.6 1919-26  
*Arranged by map/plan title, with alphabetical index*

- 582      Transfer case publications stock ledger no.6 1916-23  
          Arranged by map title, with date and brief entries (to stock, charges, sales) as  
          other stock ledgers; overflow entries from earlier ledgers

### **'Publications' 1910-1968**

Series 583-587 constitute a detailed record of charges for each stage of [selected?] maps and plans published by the firm (with occasional letterpress, stationery and lists). Entries are arranged by date the work was undertaken, with order number, brief description (usually map sheet title), the costs of work done as per printed schedule and total charges.

The categories in the printed schedule for Publications no.1-no.2 are: Drawing, case transfers, patching, stones, transferring and proving, litho writing, tint stones, printing, colour, paper, warehouse: added in hand are additional categories for copperplates [from c1919], photo [c.1927] and compositor [c1932]. In no. 3-5 the categories on the form have been modified to reflect these changing practices – i.e. drawing, copperplate, patching, compositor, photo, transferring and proving, litho writing, colourists, printing on flatbed or rotary, royalty charges.

- 583      Publications no.1 1910-27  
584      Publications no.2 1927-42  
585      Publications no.3 1942-50  
586      Publications no.4 1951-61  
587      Publications no. 5 1961-68

### **Trade**

Record of work done for other publishers and corporate and individual clients. Arranged chronologically, with order number, customer name and brief title of work, and detailed record of the work undertaken, with costs. There are separate indexes to volumes 1-3 (series 588-90). These are a parallel record to 'Publications' (series 583-87), with costings detailed similarly on a standard format.

- 588      [Trade 1] 'Printing to pubs', Jan.1910-Jan.1921  
589      Trade [2] Feb.1921-July 1924  
590      [Trade] 3 1924-7  
591      Trade 4 1927-30  
592      Trade 5 1930-3  
593      Trade 6 1933-6

- 594 Trade 7 1936-9
- 595 Trade 8 1939-44
- 596 Trade 9 1944-50
- 597 Trade 10 1950-6
- 598 Trade 11 1956-63
- 599 Trade 12 1963-7
- 600 Credit ledger no.1 1888-[1900]  
With alphabetical name index to firms (including Perthes, Oliver and Boyd, Geo. Philip) and individuals
- 601 Credit ledger no.2 1900-15
- 602 Credit ledger no.3 1915-30  
Contains some correspondence and working notes relating to taxation inside the front boards
- 603 [Credit ledger], 1931 to 1965  
Individual accounts, with a range of starting dates; some accounts continued in the following ledger (Series 604)
- 604 Credit ledger, 1932 -1967  
Various commencement dates for accounts; most 1950s-1966, arranged alphabetically by account name.
- 605 Private ledger no.1 [1888-1911]  
Summary record of business accounts, including materials, wages, office, profit and loss, discounts, and capital accounts for plates, stones, machinery etc. Draft returns and related correspondence with Inland Revenue is inserted into a pocket.
- 606 Private ledger no.2, 1912-18
- 607 'John Bartholomew and Son: Private ledger no.1', 1919-38
- 608 'Private ledger no.2', 1938-63  
Only some of the accounts from the earlier ledgers are continued (including salaries, trade, tax, pensions, travel expenses, dividends): *see also* 'Impersonal ledger', Series 609.
- 609 'Impersonal ledger '1938-63  
Continues some of the accounts from the private ledger, including the capital accounts, wages, electricity, trade.

## 610-16 *Outside printing*

These individual accounts were originally parts of a bound volume (610-15) or an extract from an exercise book (616), and are identified only by a ms note filed with Series 610. Each is arranged chronologically by invoice date and record the work, order number and price/charge.

- 610 St Giles Printing Co. 1892-1904
- 611 Ballantyne, Hanson and Co. 1898-1916
- 612 Colston and Co. 1906-15
- 613 J. Bain and Son 1911-31
- 614 Neill and Co. 1923-7
- 615 Hugh Paton and Sons 1927-31
- 616 Stoddart and Malcolm 1929-32
- 618 Journal no.1, July 1888-December 1911
- 619 Journal no.2, December 1912-December 1928
- 620 Petty ledger 1914-24  
With name index (companies, government bodies, individuals)

## **Invoice books**

### **[Invoices received]**

Register of invoices received, arranged by type of goods or service (e.g. heating and lighting, publications carriage, advertising, machinery) with individual entries for each account invoiced by each supplier. Note many final notes against entries referring to 'Pub L'. Useful record of materials and services supplied.

- 621 Invoice book no.1 July 1888 - December 1892
- 622 Invoice book no.2 January 1893 - September 1898
- 623 Invoice book no.3 October 1898 - September 1904
- 624 Invoice book no.4 October 1904 - June 1910
- 625 Invoice book no.5 July 1910 - August 1915
- 626 Invoice book no.6 September 1915 - June 1921
- 627 Invoice book no.7 July 1921 - December 1929

- 628 Invoice book no.8 January 1930 - October 1939
- 629 Invoice book no.9 November 1939 - March 1951
- 630 Invoice book no.10 April 1951 - October 1959
- 631 Invoice book no.11 November 1959 - December 1966

**[Invoices sent]**

Copies (on tissue) of invoices sent, with brief description of the work supplied and an alphabetical index to name of firm, individual etc. Series is incomplete after 1917.

- 632 Invoice book no.1 outwards July 1888 - July 1898
- 633 Invoice book no.2 outwards July 1898 - April 1900
- 634 Invoice book no.3 outwards April 1900 - September 1901
- 635 Invoice book no.4 outwards September 1901 - March 1903
- 636 Invoice book no.5 outwards March 1903 - November 1904
- 637 Invoice book no.6 outwards November 1904 - June 1906
- 638 Invoice book no.7 outwards June 1906 - February 1908
- 639 Invoice book no.8 outwards February 1908 - July 1909
- 640 Invoice book no.9 outwards July 1909 - February 1911
- 641 Invoice book no.10 outwards February 1911 - April 1912
- 642 Invoice book no.11 outwards April 1912 - May 1913
- 643 Invoice book no.12 May 1913 - June 1914
- 644 Invoice book no.13 June 1914 - March 1915
- 645 Invoice book no.14 March 1915 - February 1916
- 646 Invoice book no.15 February 1916 - April 1917
- 647 Invoice book no.19 outwards January 1920 - August 1920
- 648 Invoice book no.23 October 1922 - July 1923
- 649 Invoice book no.27 October 1925 - August 1926

- 650 Invoice book no.30 April 1928 - March 1929
- 651 Invoice book no.36 May 1933 - February 1934
- 652 Invoice book no.40 April 1936 - December 1936

### **Trade invoices**

Carbon copies of (typescript) invoices sent, with alphabetical index to name of supplier

- 653 Trade invoices outwards no.1 February 1921 - February 1924
- 654 Trade invoices outwards no.2 February 1924 - October 1926
- 655 Trade invoices outwards no.3 October 1926 - October 1930
- 656 Trade invoices outwards no.4 October 1930 - January 1935
- 657 Trade invoices outwards no.5 February 1935 - May 1938
- 658 Trade invoices outwards no.6 May 1938 - October 1941
- 659 Trade invoices outwards no.7 October 1941 - February 1948
- 660 Trade invoices outwards no.8 February 1948 - November 1956

### **Balance books**

Annual (to 31 December up to 1968, from when completed for year to 30 September) balancing of entries from the various ledgers.

- 661 Balance book no.1, 1888-97
- 662 Balance book no.2, 1898-1912
- 663 Balance book no.3, 1913-39
- 664 Balance book, 1940-73

### **Cash books**

- 665 Cash book A, November 1885 – February 1891
- 666 Cash book no.1, July 1888-November 1897
- 667 Cash book no.2, December 1897-February 1907
- 668 Cash book no.3, March 1907-June 1915
- 669 Cash book no.4, July 1915-February 1924



- 670 Cash book no.5, February 1924-December 1963 [from 1937 entries are more summary]
- 671 B Cash book no.3, May 1937 to March 1943
- 672 B Cash book no.4, March 1943 to August 1948
- 673 B Cash book no.5, August 1948 to March 1954
- 674 B Cash book no.6, March 1954 to November 1958
- 675 B Cash book no.7, November 1958 to December 1962

**Cash sales books**

- 676 Cash sales book no.1, July 1888-July 1896
- 677 Cash sales book no.2, July 1896-December 1889
- 678 Cash sales book no.5, December 1911-May 1920
- 679 Cash sales book no.6, June 1920-August 1927
- 680 Cash sales book, September 1927-August 1935
- 681 Cash sales book, September 1935 - October 1938
- 682 Cash sales book, November 1938-September 1942

[The following two volumes are distinct from other sales book in that they are stamped with the date paid and have an alphabetical name index. All amounts are under £10 and most under £1]

- 683 Petty sales book no.1, 1905-15
- 684 Petty sales book no.2, 1916-23
- 685 Petty sales, September 1942-December 1954
- 686 Petty sales, 1955-60
- 687 Petty sales, 1961-March 1965
- 688 Petty sales, April 1965-January 1968
- 689 Petty sales, January 1968-April 1971
- 690 Petty sales, April 1971-January 1974

- 691 Petty sales, February 1974-May 1976
- 692 Cash sale book June-December 1976
- 693 Cash sale book January-October 1977
- 694 Cash sale book October 1977 - September 1978
- 695 Cash sale book October 1978 - August 1979
- 696 Cash sale book September 1979 - April 1980
- 697 Cash sale book May 1980 - January 1981
- 698 Cash sale book January-September 1981
- 699 Cash sale book September 1981 - May 1982
- 700 Cash sale book May-November 1982
- 701 Cash sale book November 1982 - May 1983

702-707 Petty cash books

These volumes record disbursements of petty cash under a number of categories, with monthly totals: the majority are for postage but there are also categories for advertising, travel, training etc.

- 702 Petty cash book 1943-51
- 703 Petty cash book 1951-7
- 704 Petty cash book 1957-65
- 705 Petty cash book 1965-70
- 706 Petty cash book 1970-3
- 707 Petty cash book 1974-7
- 708 Petty cash book 1977-80
- 710-20 *Publications cash books [record customer name, account number, discount and accumulated totals]*
- 710 Publications cash book, April-November 1972
- 711 Publications cash book, December 1972- August 1973
- 712 Publications cash book, September 1973-July 1974

- 713 Publications cash book 1974-5
- 714 Publications cash book 1975-6
- 715 Publications cash book 1976-7
- 716 Publications cash book, January-November 1977
- 717 Publications cash book 1977-8
- 718 Publications cash book 1978-9
- 719 Publications cash book 1979-80
- 720 Publications cash book 1980-2
- 721 Cash sales, Reception, January 1973-November 1974
- 722 Cash sales, Reception February 1975-April 1957
- 723 [Cash book] August 1961-December 1967  
Daily record, with name, account/invoice number and amount
- 724-25 *Cash books*  
*Record payments received daily, with name, invoice number, discount and running totals*
- 724 Cash book, January 1969-June 1971
- 725 'Cash book', July 1971-April 1972
- 726 'Cash book', May 1973-May 1976  
Although using the same style of volume as Series 725 and entitled 'Cash book' this appears to be a postage/stamp record.

### **Cost analysis books**

Breakdown of costs/charges for major clients, with name, order and cost book number, and charges (printing, photographic, mounting, paper, inks, etc)

- 727 [untitled], January 1925-August 1928
- 728 Cost analysis, August 1928-31 (with summaries for 1926 and 1927)
- 729 Cost analysis 1932-5
- 730 Cost analysis 1935-9
- 731 Cost analysis 1939-44

732 Cost analysis 1945-51

733 Cost analysis 1952-60

**Financial records: Monthly accounts, suppliers and miscellaneous/unidentified**

734 Monthly balance sheets, January 1981- October 1985

735/1 Monthly profit and loss accounts, October 1968 to September 1972, October 1973 to April 1976. Not every month is present within these runs.

735/2 Monthly profit and loss accounts, May 1976 to August 1977, September 1978 to November 1980, July to August 1985. Not every month is present within these runs.

735/3 Monthly accounts, November 1985 to March 1988

736 Purchases journal, 1967-70 [rough record]

737 Traders' credit from January 1969 to February 1979

739 Royalties, 1981/82-1983/4: statements and related memoranda

740 Invoices, 1983-84 (originals, loose: S-T only)

[741-48 unallocated]

**CORRESPONDENCE**

749 'Old private letter book, letters written by John George Bartholomew', 1891-94, 1903  
Copies of [significant letters] sent, with list summarizing the letters loosely inserted at the front. Letters to Thomas Nelson (including 25 August 1892 regarding his instruction to stop printing wall maps), Silva White and Ernest Ravenstein re dispute over creative ownership of the British Empire map, Justus Perthes, Philip and Son, the Athenaeum Feb.1894 correcting their description of the Physical Atlas as an English translation of Berghaus' work, the Survey Office July 1894 asking them not to poach their engravers, and circular letter re Mapping of the British Empire project.

**Letter books (copies of outgoing correspondence), 1885-1969**

Main sequence of copies of letters sent relating to the firm's business: there are also separate sequences for Editorial/Information and Accounts-related matters

750 Letter book January-February 1885, March 1888 - March 1892

Self-indexed. It is not clear how this relates to the main sequence following; it includes similar business-related correspondence. Preliminary pages are very faded.

- 751 Letter book October 1885 - February 1887
- 752 Letter book February 1887 - March 1888
- 753 Letter book No 1 July 1888 - September 1889
- 754 Letter book No 2 October 1889 - September 1890
- 755 Letter book No 3 September 1890 - September 1891
- 756 Letter book No 4 September 1891 - September 1892
- 757 Letter book No 5 September 1892 - July 1893
- 758 Letter book No 6 July 1893 - July 1894
- 759 Letter book No 7 July 1894 - May 1895
- 760 Letter book No 8 May 1895 - April 1896
- 761 Letter book No 9 April 1896 - March 1897
- 762 Letter book No 10 April 1897 - March 1898
- 763 Letter book No 11 April 1898 - March 1899
- 764 Letter book No 12 March 1899 - March 1900
- 765 Letter book No 13 March 1900 - May 1901
- 766 Letter book No 14 May 1901 - April 1902
- 767 Letter book No 15 April 1902 - March 1903
- 768 Letter book No 16 March 1903 - March 1904
- 769 Letter book No 17 March 1904 - March 1905
- 770 Letter book No 18 March 1905 - February 1906
- 771 Letter book No 19 February 1906 - December 1906
- 772 Letter book No 20 December 1906 - July 1907
- 773 Letter book No 21 July 1907 - March 1908

- 774 Letter book No 22 March 1908 - December 1908
- 775 Letter book No 23 December 1908 - September 1909
- 776 Letter book No 24 September 1909 – June 1910
- 777 Letter book No 25 June 1910 - February 1911
- 778 Letter book No 26 February 1911 - October 1911 [including copy letters to John Murray, publisher]
- 779 Letter book No 27 October 1911 - June 1912
- 780 Letter book No 28 June 1912 - February 1913
- 781 Letter book No 29 February 1913 - October 1913
- 782 Letter book No 30 October 1913 - February 1914
- 783 Letter book No 31 February 1914 - July 1914
- 784 Letter book No 32 July 1914 - March 1915
- 785 Letter book No 33 March 1915 - February 1916
- 786 Letter book No 34 March 1916 - May 1917
- 787 Letter book No 35 May 1917 - July 1919
- 788 Letter book No 36 July 1919 - June 1920
- 789 Letter book No 37 June 1920 - February 1921
- 790 Letter book No 38 February 1921 - November 1921
- 791 Letter book No 39 November 1921 - June 1922
- 792 Letter book No 40 June 1922 - February 1923
- 793 Letter book No 41 February 1923 - September 1923
- 794 Letter book No 42 September 1923 - March 1924
- 795 Letter book No 43 March 1924 - August 1924
- 796 Letter book No 44 August 1924 - February 1926
- 797 Letter book No 45 February 1925 - July 1925
- 798 Letter book No 46 July 1925 - February 1926

- 799 Letter book No 47 February 1926 - August 1926
- 800 Letter book No 48 August 1926 - February 1927
- 801 Letter book No 49 February 1927 - July 1927
- 802 Letter book No 50 July 1927 - February 1928
- 803 Letter book No 51 February 1928 - September 1928
- 804 Letter book No 52 September 1928 - February 1929
- 805 Letter book No 53 February 1929 - September 1929
- 806 Letter book No 54 September 1929 - March 1930
- 807 Letter book No 55 March 1930 - October 1930
- 808 Letter book No 56 October 1930 - May 1931
- 809 Letter book No 57 May 1931 - January 1932
- 810 Letter book No 58 January 1932 - August 1932
- 811 Letter book No 59 August 1932 - April 1933
- 812 Letter book No 60 April 1933 - November 1933
- 813 Letter book No 61 November 1933 - June 1934
- 814 Letter book No 62 June 1934 - January 1935
- 815 Letter book No 63 January 1935 - August 1935
- 816 Letter book No 64 August 1935 - March 1936
- 817 Letter book No 65 March 1936 - October 1936
- 818 Letter book No 66 October 1936 - May 1937
- 819 Letter book No 67 May 1937 - February 1938
- 820 Letter book No 68 February 1938 - September 1938
- 821 Letter book No 69 September 1938 - June 1939
- 822 Letter book No 70 June 1939 - April 1940
- 823 Letter book No 71 April 1940 - November 1941

- 824 Letter book No 72 November 1941 - October 1944
- 825 Letter book No 73 October 1944 - December 1946
- 826 Letter book No 74 December 1946 - June 1948
- 827 Letter book No 75 June 1948 - December 1948
- 828 Letter book No 76 December 1949 - January 1951
- 829 Letter book No 77 January 1951 - November 1952
- 830 Letter book No 78 November 1952 - October 1954
- 831 Letter book No 79 October 1954 - May 1957
- 832 Letter book No 80 May 1957 - October 1960
- 833 Letter book No 81 October 1960 - April 1964
- 834 Letter book No 82 April 1964 - July 1966
- 835 Letter book No 83 July 1966 - December 1967
- 836 Letter book No 84 January 1968 - April 1969

**Letter books (copies of outgoing correspondence): Editorial, 1900-78.**

Copies of letters sent relating to map revisions, i.e. seeking information and comments on proofs from a range of bodies, including railway companies, borough engineers, councils, cycling clubs; later also general enquiries and suggestions and corrections, responses to general employment enquiries, etc.

- 837 Letter book No 1 1900-3
- 838 Letter book No 2 1903-6
- 839 Letter book No 3 1906-11
- 840 Letter book No 4 1911-13
- 841 Letter book No 5 1913-16
- 842 Letter book No 35 1916-22
- 843 Letter book January 1922 - February 1924
- 844 Letter book No 5 March 1924 - December 1927



- 845 Letter book No 6 Editorial letters January 1928 - June 1930
- 846 Letter book No 7 Editorial letters July 1930 - January 1934
- 847 Letter book No 8 Editorial letters January 1934 - November 1937
- 848 Letter book Editorial letters November 1937-August 1948
- 849 Letter book Editorial letters August 1948 - May 1953
- 850 Letter book Editorial letters May 1953 - September 1956
- 851 Letter book Editorial letters September 1956 - April 1958
- 852 Letter book Editorial letters April 1958 - August 1959
- 853 Letter book Editorial letters August 1959 - March 1960
- 854 Letter book Editorial letters April 1960 - December 1960
- 855 Letter book Editorial letters January 1961 - July 1961
- 856 Letter book Editorial letters August 1961 - December 1961
- 857 Letter book Editorial letters January 1962 - July 1962
- 858 Letter book Editorial letters July 1962 - December 1962
- 859 Letter book Editorial letters January 1963 - August 1963
- 860 Letter book Editorial letters August 1963 - December 1963
- 861 Letter file January-June 1964
- 862 Letter file June-December 1964
- 863 Letter file January-June 1965
- 864 Letter file June-December 1965
- 865 Letter file January-May 1966
- 866 Letter file May-November 1966
- 867 Letter file November-December 1966
- 868 Letter file January-June 1967
- 869 Letter file June-September 1967

- 870 Letter file September-December 1967
- 871 Letter file January-April 1968
- 872 Letter file April-October 1968
- 873 Letter file October 1968 - March 1969
- 874 Letter file March-September 1969
- 875 Letter file September 1969 - January 1970
- 876 Letter file January-August 1970
- 877 Letter file September 1970 - May 1971
- 878 Letter file May-October 1971
- 879 Letter file October 1971 - April 1972
- 880 Letter file April 1972 - January 1973
- 881 Letter file January-August 1973
- 882 Letter file August 1973 - April 1974
- 883 Letter file April 1974 - January 1975
- 884 Letter file January-October 1975
- 885 Letter file October 1975 - June 1976
- 886 Letter file June 1976 - March 1977
- 887 Letter file March-December 1977
- 888 Letter file December 1977 - August 1978
- 1098 Letter file August 1978-February 1979
- 1099 Letter file March-December 1979
- 1100 Letter file January-December 1980

**Letter books (copies of outgoing correspondence): 'B' sequence, 1950-1969**

Replies to enquiries regarding orders (despatch, supply, costs, overdue accounts).  
Indexed.

- 889 Letter book No 1 August 1950 - May 1951

- 890 Letter book No 2 May 1951 - January 1952
- 891 Letter book No 3 January 1952 - August 1952
- 892 Letter book No 4 August 1952 - March 1953
- 893 Letter book No 5 March 1953 - October 1953
- 894 Letter book No 6 October 1953 - April 1954
- 895 Letter book No 7 April 1954 - October 1954
- 896 Letter book No 8 October 1954 - May 1955
- 897 Letter book No 9 May 1955 - January 1956
- 898 Letter book No 10 August 1956 - July 1956
- 899 Letter book No 11 July 1956 - March 1957
- 900 Letter book No 12 March 1957 - October 1957
- 901 Letter book No 13 October 1957 - April 1958
- 902 Letter book No 14 April 1958 - December 1958
- 903 Letter book No 15 December 1958 - August 1959
- 904 Letter book No 16 August 1959 - March 1960
- 905 Letter book No 17 March 1960 - November 1960
- 906 Letter book No 18 November 1960 - June 1961
- 907 Letter book No 19 June 1961 - January 1962
- 908 Letter book No 20 January 1962 - July 1962
- 909 Letter book No 21 July 1962 - January 1963
- 910 Letter book No 22 January 1963 - June 1963
- 911 Letter book No 23 June 1963 - December 1963
- 912 Letter book No 24 December 1963 - April 1964
- 913 Letter book No 25 April 1964 - December 1964
- 914 Letter book No 26 December 1964 - September 1965

- 915 Letter book No 27 September 1965 - May 1966
- 916 Letter book No 28 May 1966 - January 1967
- 917 Letter book No 29 January 1967 - September 1967
- 918 Letter book No 30 September 1967 - March 1968
- 919 Letter book No 31 April 1968 - April 1969

**Letters received (copies of incoming correspondence)**

- 920 Album of autograph letters, 1857, 1869-1905 and undated  
 Single letters to John and John George Bartholomew from various contemporaries:  
 Sir John Herschel, William Ewart Gladstone 1879  
 Sir Clements R. Markham (2) 1898 (thanks for 'the lines on Antarctica'), 1902  
 George Douglas Campbell, 8th Duke of Argyll 1890  
 Fridtjof Nansen 1901 (soundings in chart in 'Farthest North')  
 Frederick Sleigh Roberts, Earl Roberts 1893  
 Henry Morton Stanley 1893  
 Sir Samuel White Baker 1894  
 Lord Randolph Churchill 1870  
 Sir George Barrow 1872  
 Sir James Cameron Lees 1898  
 Sir James Matthew Barrie, Bart 1892  
 Cosmo Innes undated  
 Sir Francis Galton 1897  
 Henry Calderwood 1893  
 Alexander Buchan 1889  
 Sir John Murray 1902  
 Sir Archibald Geikie 1900  
 Napoléon III, Emperor of the French 1871  
 Sir Francis E. Younghusband 1905  
 Sir Henry Frederick Ponsonby for Queen Victoria, 1893  
 Hugh Robert Mill 1901  
 Adam Black 1869  
 Verney Lovett Cameron 1884  
 Keith Johnston 1875 (thanks for map of Paraguay)  
 Albrecht Penck 1891  
 George Newnes 1904  
 Alfred R. Wallace 1904  
 James Bryce 1904  
 S.H. Butcher 1898  
 Charles J. Guthrie 1902  
 G.W. Prothero 1898  
 D.J. Hogarth 1904  
 Sir Ludovic J. Grant, 11<sup>th</sup> Bart 1904  
 Henry D. Littlejohn 1903

Ralph Copeland 1903  
Douglas Freshfield 1893  
J. Arrowsmith 1857 [to John Macnab] (map not ready)  
George G. Chisholm 1887  
Douglas Maclagan 1884  
James Geikie 1894  
Sir George Adam Smith undated  
Robert Chambers 1884, Claude Regnier Conder 1905

**Incoming correspondence: personal and professional letters received by John George Bartholomew [chronological sequence], 1884-1920**

Most correspondence concerns map projects or professional organizations. Some items of particular interest have been identified, but all files contain much more than these particular selections.

Files occasionally contain a draft of a letter sent, or related newspaper cuttings or printed items, and the series includes estrays, some letters received from the estate of J.C. Bartholomew only in 2008, and some letters that appear to have been removed from working files on particular map projects

See *also* Letters received by John Bartholomew and Co. 1884-1920, Series 930-975.

- 921 Letters received by J.G. Bartholomew 1884-94.  
Contains among others letters regarding the foundation of the Scottish Geographical Society, from the Scottish Right of Way Society 1885, from John Walker regarding the World and [Century] Atlas 1887 and 1893, circular notice regarding dissolution of partnership with Thomas Nelson 1893, and in relation to J.G. Bartholomew's election as President of the Scottish Geological Society 1890; circular letters from G.W. Bacon and the St Giles printing Co. (removal to York Place) 1891. Other correspondents include Verney Lovett Cameron (2) 1884, J.M.D. Meiklejohn 1887, Archibald P. Primrose, 5th Earl of Rosebery (2) 1888, 1890, John Walker 1887 and 1893, George Douglas Campbell, 8th Duke of Argyll (2) 1892, Henry Morton Stanley 1893, Ian McVicar 1893 (staff member regarding wages), G.R. Brayshaw (survey for a guide to Scotland)
- 922 Letters received by J.G. Bartholomew 1895-1900.  
Contains typescript on The Outlook Tower: correspondents include H.W. Pullen (part of a letter and annotated printed introduction to Handbook of Greece (1895), W. & A.K. Johnston (2) 1895, G.W. Prothero (2) 1895, A. Hallam Murray, Arthur Bigge, Baron Stamfordham 1895, Alexander Buchan 1895, T. and T. Clark 1897, Fridtjof Nansen 1897, Zoological Society of London re plates 1900 [with enclosure of two further letters re these dated Feb. 1903 by Eagle Clarke]
- 923 Letters received by J.G. Bartholomew 1901-4.  
Contains letters relating to proposed scheme for an Imperial Gazetteer of India 1904: correspondents include: Arthur Bigge, Baron Stamfordham 1902, William S. Bruce 1903, G.J. Morrison 1903 (with tracing of a map of the world on Elliptical Area projection and suggestion that they publish a British Empire

- map using this), W. & A.K. Johnston 1904, G.W. Prothero (2) 1904, James Bryce 1904 (regarding maps of the Holy Roman Empire)
- 924 Letters received by J.G. Bartholomew 1904-05  
Principally letters relating to the proposed Edinburgh University Chair of Geography; also copy of Resolutions adopted by 8<sup>th</sup> International cartographic Congress Sept. 1904 at which J.G. Bartholomew and Jules de Schokalsky appointed to a Committee to look into establishment of an International Cartographic Association
- 925 Letters received by J.G. Bartholomew 1905-8.  
Correspondents include: Sir Francis Galton 1906, Sir John Kirk 1906, Emile Levasseur 1906, Alfred Milner, Viscount Milner (letter to) 1905, Geo.G. Chisholm 1907 with Synopsis for a course of 80 lectures on geography, John Buchan, 1<sup>st</sup> Baron Tweedsmuir 1908, Arthur R. Hinks (2) 1908, Marcel Hardy 1908, Charles Sarolea (2) 1908
- 926 Letters received by J.G. Bartholomew 1909  
Principally letters of congratulation on the award of LL.D. by Edinburgh University to John George Bartholomew 1909, with related newspaper cutting and graduation program; also draft letter by J.G. Bartholomew to Thomas Nelson giving notice on the premises at Park Road, and letter from the architects regarding the new building proposed at Duncan St.. Other correspondents include: George Philip, William S. Bruce [address Antarctica, Joppa, Edinburgh], Charles Sarolea (3), John W. Gullan, Hew Morrison, Marion I. Newbigin, Marcel Hardy (2), William S. Bruce
- 927 Letters received by J.G. Bartholomew 1910-11  
Many of the letters concern the election of a new President of the Royal Scottish Geographical Society; also Royal Warrant of Appointment of the firm 1911: correspondents include Sir Ludovic J. Grant, 11<sup>th</sup> Bart. 1910 (2), George Philip 1910, E.A. Walton 1910 (letter and receipt), James Geikie 1910 (postcard from Switzerland; includes reference to a scheme of Anglo-American cooperation as 'somewhat Geddesian'), Robert A. P. Haldane Duncan, 3rd Earl of Camperdown 1910 (refusing election), John Charles Montagu Douglas Scott, 7th Duke of Buccleuch 1910, John Hew North Gustave Henry Hamilton Dalrymple, 11th Earl of Stair (4) 1910-11 (accepting election), George Nathaniel Curzon, Marquess Curzon of Kedleston 1911, Peter Hume Brown 1911 (2), James Geikie
- 928 Letters received by J.G. Bartholomew 1912-16.  
Includes correspondence re the regulation of use of Ordnance Survey maps 1914 and with OUP re an Australian school atlas (Cram): other correspondents include: W.G. Burn Murdoch (3) 1913-14, John Hew North Gustave Henry Hamilton Dalrymple, 11th Earl of Stair 1913, Walter Biggar Blaikie 1913, Alfred Charles William Harmsworth, Viscount Northcliffe (letter to) 1915\*, William S. Crockett 1915, Emmanuel de Margerie 1916  
\* See *also* separate file of correspondence with Lord Northcliffe and C.Howard Corbett relating to the Times atlas proposal, Series 973a

- 929 Letters received by J.G. Bartholomew 1917-20 and undated  
File includes a ms note on the new restriction on use of Ordnance Survey maps, letter and other papers relating to a patent dial and clock by H.D. Baskerville, an enquiry by William Hesketh Lever, 1st Viscount Leverhulme re maps showing fishing, letters from the Carnegie Trust re maps of population density etc. for their reports, and a draft letter to accompany gift to the King of copy of the Survey Atlas 1920 [in which claim made that the firm was celebrating its centenary]: correspondents include: Sir Ernest Henry Shackleton 1917, Charles Sarolea 1917, Sir Herbert J.C. Grierson 1917, Harry R. Gall Inglis 1918, W.G. Burn Murdoch 1919 (2), John Sinclair, Baron Pentland 1919, Edward P. Tennant, Baron Glenconner 1919, G.H. Johnston 1919, Alex Moffatt 1920 (objecting to use of term Shetlands on Bartholomew map). Also letters of J.G. Bartholomew to Pryde re Stornaway map, 1918 and some undated drafts of replies to others, received September 2008 [in a supplementary file].

See also 58 for Letters of condolence on the death of J.G. Bartholomew

**Incoming correspondence: letters received by John Bartholomew & Co. and/or John George Bartholomew [alphabetical sequence], 1884-1920**

*This series includes some working files on map projects, with annotated copies of map sheets and related notes and lists.*

- 930 Automobile Association, R.A.C. and Royal Scottish Automobile Club 1909-20  
Correspondence relating to motoring maps.
- 931 Baddeley, M.J.B. 1893, 1903-7 and undated.  
Includes a list of map plates dating from 1882-1902 purchased by Bartholomew from Baddeley and a valuation of his Through Guides series, 1904  
See also Series 933
- 932 Barbour, Alexander H.F. 1895, 1899, 1901, 1908, 1912, 1914, 1916-19 and undated.
- 933 Baxter, William c.1915-22  
Correspondence with Baxter as editor of Baddeley's Through Guides, and related correspondence with Thomas Nelson and Sons: *a working file, with annotated maps.*
- 934 Bosse, Friedrich 1902-4  
Letters regarding work and personal matters, written from Klein Heblen, Celles
- 935 [British Empire, mapping of] 1903  
Correspondence and papers relating to a project for Mapping of the British Empire; include returns from colonial governments regarding their map coverage and method of production (photolithography, zincography, copper

- engraving etc) in response to Bartholomew circular re mapping of the British Empire 1903  
See *also* Series 964 and Series 68
- 936 'British Motor Tourists' ABC' 1907, and 'The Car Illustrated' 1903-6
- 937 Brown, John Alexander Harvie 1892-3, 1897-8, 1911  
Earlier correspondence relates to the 'Naturalists map', with newspaper cuttings about Rights of Way, and to Brown's work on colour codes to be used in mapping for zoological purposes; 1911 letters relate to Bartholomew's *Zoological Atlas*
- 938 Chisholm, George G. (7) 1890-1, 1907-8; and William Eagle Clarke (Royal Scottish Museum) (19) 1894-6, 1898-1900, 1906-7, 1910-11
- [939 not used]
- 940 Cyclists' Touring Club 1913-20  
Letters regarding map corrections and revisions, many with attached map sections
- 941 J.M. Dent and Co. 1910-14  
Letters relate to supply of maps for publications, including battle plans, maps for *Hussite Wars* and for atlases of Africa and Australia; circular letter 1909 re conversion of Dent and Co. to a private company.
- 942 *Encyclopedia Britannica*, 1914  
Working file relating to maps for the next edition, with related correspondence and draft replies
- 943 Geddes, Sir Patrick 1895, 1903, 1905, 1909, 1919  
Includes letter relating to interest of Reclus in the reconstruction of Short's Observatory as a geographical and historical museum, advertisement for Geddes' School Atlas of Geography (published by Johnston) and syllabus of his University of London extension Lectures on Country and Town 1909
- 944 Geikie, Sir Archibald 1891-2, 1895, 1903, 1905, 1907, 1910  
Most regarding plates for his Geological Survey; also re Geikie's position as President of the RSGS and his successor.
- 945 Geikie, James 1885, 1889-93, 1895, 1905-7, 1909-11, 1914
- 946 Glasgow, Robert (T. & A. Constable, later Publishers Association of Canada), 1912-15
- 947 Goode, J. Paul 1908-12, 1919 and undated  
From Dept. of Geography, Chicago, regarding maps and geography, and proposals for an American Student's Atlas; also draft letter by J.G. Bartholomew thanking Goode for award of gold medal by the Chicago



- Geographical Society, and letter 1923 to Mrs Jennie Bartholomew re visit of her son St. Clair
- 948 Hammerton, Sir John A. (Amalgamated Press Ltd) 1915, 1919  
Regarding proposed amalgamation and taking up of shares in W. and A.K. Johnston
- 949 Herbertson, Andrew John 1892, 1894, 1896, 1901-2, 1905, 1909, 1913  
Mainly personal; 1913 letters concern maps for the Oxford Survey of the British Empire
- 950 W. & A.K. Johnston, 1878-83, 1917-29  
Extensive papers 1878-80 regarding valuation of Johnston's stock, plates, copyrights etc. as part of an arbitration between Thomas Brumby Johnston and Thomas Ruddiman Johnston in which Bartholomew was called as a witness; later correspondence, reports and other documents relating to possible amalgamation or 'friendly cooperation' between the Johnston and Bartholomew firms (1917-19) and a copy of a 1920 agreement for use of the Edina works machines by Bartholomew.  
See *also* Series 948
- 951 Keltie, Sir John Scott [Royal Geographical Society] 1891, 1894, 1902-10, 1916-19  
Most regarding RGS business, especially printing of maps for papers; includes a number of draft replies by J.G. Bartholomew, especially to criticism of maps supplied and re nomenclature.  
See *also* Series 955
- 952 Laurie, J.S. and Thomas 1895 and 1899  
Letters and legal documents regarding alleged infringement of copyright by George Newnes Ltd. in use of a relief map of England (provided by Bartholomew) as a frontispiece to the Royal Atlas of England and Wales; includes 1895 letter from Laurie describing the relieve and letters regarding the matter from J.G. Bartholomew to his partner Andrew Scott.
- 953 Lewis, Francis J., undated, [A.C. Lomax successors] 1905-07  
Undated letters from F.J. Lewis, University of Liverpool regarding his maps of Teeside [for an RGS paper] and from A.C. Lomax successors, diocesan printers, regarding a map of the diocese of Lichfield showing ecclesiastical parishes.
- 954 Mackie, John 1911-12; Markham, Sir Clements 1893, 1895, 1904-5  
Letters from John Mackie, Winnipeg, as informant for Bartholomew on Canadian railway development and personal. Personal letters from Markham, including 1904-5 letters regarding recommendation [unsuccessful] of Bartholomew to be Geographer to the King for Scotland and draft note by J.G. Bartholomew regarding A.K. Johnston (a 'real cartographer') and the decline in the geographical work of W. and A.K. Johnston since his death;

- also copy of circular letter to Markham 1895 from E.F. Chapman re the need for mapping of Africa.
- 955 Mill, Hugh Robert 1888, 1890-5, 1899-1901, 1904, 1909, 1919  
Early letters re maps for his papers and publications and his editorial work on the Atlas; then most relate to the Royal Geographical Society, including description of special meeting re the admission of women members 1893 and regarding maps and slides for talks and device for Society notepaper; also of a personal nature, including suggestion that Bartholomew take on A.J. Herbertson 1893 and urging participation in exhibition 1895, and final circular letter re his retirement from the British Rainfall Organisation. File includes RSGS circular seeking support for a Chair of Geography at the University of Edinburgh, and prospectus of the recently established Scottish Geographical Society October 1884.
- 956 Missionary Atlas Correspondence 1909-10  
Relates to maps prepared by Bartholomew for atlas for World Missionary Conference, Edinburgh 1910 edited by Harlan P. Beach. Working file including small tracings, lists of mission stations, letters from various missionary organizations regarding the maps.
- 957 Moir, R.A. 1919; Moss, Charles E. 1905-6; Sir John Murray 1887-1913  
Moir letters and newspaper cuttings regarding Timothy Pont 1919, and printed address by John Mowat on Caithness geographers 1912. Moss letters to Bartholomew regarding his vegetation maps of Somerset for Botanical Survey. Murray letters mainly relate to maps being prepared by Bartholomew and thanks for copies of Atlases sent by Bartholomew in 1895 and 1907.
- 958 National Geographic Society [Washington] 1911-14  
Letters ordering maps for use in the *National Geographic Magazine*, and (1913) re Bartholomew's election as a member of the Society
- 959 Thomas Nelson 1880, 1888, 1890-2  
Written as personal letters but concerning their business relationship: commenting on maps, regarding their 'new concern' [copartnership] 1888, objecting to Bartholomew printing maps for others 1890, re wall maps 1891.
- 960 George Newnes Ltd 1897-1907  
Correspondence and other papers (agreement, advertisements, reviews) relating to the *Twentieth Century Citizen's Atlas* and other atlas publications. See also Series 952
- Nimmo – see Smith, Henry
- 961 Ordnance Survey 1885, 1892-1920  
Letters and other papers relating to association with Ordnance Survey and use of Ordnance Survey maps: includes request from OS 1885 to use Bartholomew maps of Glasgow and Edinburgh in Boundary Commissioners report, correspondence with Ordnance Survey November 1892 re

- Bartholomew's specimen 1" map, printed copy of J.G. Bartholomew's evidence before a Committee on OS maps 1892, correspondence and papers re regulation of reproduction of OS maps 1914 and agreement with HMSO 1922; correspondence regarding copyright and royalties in OS maps 1901-20
- 962 Oxford Survey of Empire India 1913  
Working file with tracings and revisions marked on printed maps and correspondence with A.J. Herbertson. *See also Series 949*
- 963 Oxford University Press 1913-15  
Correspondence relating to publication of an Australasian School Atlas, with extracts from letters to OUP from the editor K.R. Cramp and a copy of the letterpress and printed maps
- 964 Parkin, George R. 1893-4, 1899-1901, 1906, 1914, 1919  
Mainly regarding new edition of his British Empire map of the world and personal; also contains 1893 correspondence and papers relating to time reckoning (in response to memo of Sandford Fleming) and 1897 letter of condolence to JOHN GEORGE BARTHOLOMEW on his father's death.
- 965 Justus Perthes 1891-92  
Regarding Bartholomew's English edition of Berghaus' Physical Atlas including formal agreement August 1891 [Perthes to supply an electro duplicate of each original plate]
- 966 Correspondence concerning railways 1910-12  
Replies from city and railway engineers regarding level crossings and stations for revision of 1" map sheets; many with relevant sections of the sheet annotated, or a tracing, attached.
- 967 Ravenstein, E.G. 1890, 1895, 1905 and undated; Reclus, Elisée 1899  
Ravenstein letter of 1895 relates to exhibition space at the 6th International Geographical Congress, 1905 re buying antiquarian maps. Reclus letters relate to the Meteorology volume of the *Physical Atlas* and urge a start on the demography volume, with J.G. Bartholomew's draft replies.
- 968 Robertson, C. Grant 1905, 1915  
Writing from All Souls College Oxford regarding indexing work for Bartholomew (1905) and 1915 with a proposal for a historical atlas (1789-1915) of Europe: includes annotated proof sheets
- Royal Automobile Club - *see 929*
- 969 Dr Otto Schlapp 1920  
Correspondence and memorials relating to Schlapp's candidacy for the Edinburgh University Chair of German: includes printed copy of Schlapp's application and testimonials

- 970 Jules de Schokalsky (iYuly Mikhailovich Shokal'sky) 1905-11, 1913, 1920 and undated  
President of the (Imperial) Russian geographical Society, initially regarding establishment of an International Cartographic Association and subsequent extensive personal letters, including an account of the State Meeting at Moscow August-December 1917; letters of 1920 is to John Bartholomew after his father's death, with an appreciation
- 971 Sir George Adam Smith 1890-1920 and undated  
Extensive correspondence, mainly regarding his maps of the Holy Land/Palestine [for *Historical geography of the Holy Land*], including 3 letters from Eduard Wagner of Wagner and Debes, Leipzig, 1910-11 regarding possibility of their work on the revision; also personal letters to Smith on his son's death in 1917 and letter from Smith's son to John Bartholomew on his father's death in 1920. File includes a very preliminary mock-up of an Atlas of the Holy Land in J.G. Bartholomew's hand and an original coloured sketch of modern Jerusalem.
- 972 Smith, Henry 1902-3  
As agent for A. Nimmo and others in claim of the Trustees of I.C. Darling vs. Caledonian Railway Co., in which J.G. Bartholomew had a remit to report on the boundary line marked in property plans: includes legal documents and newspaper cuttings
- 973 Thomson, Joseph 1888-94 and undated [personal to 'Bartho']
- 973a *The Times*, 1915-16  
Correspondence with Lord Northcliffe and C.Howard Corbett relating to the Times atlas proposal
- 974 White, A. Silva 1888, 1892-94 and undated  
In capacity as Secretary of the RSGS (mainly regarding maps and other printing work) and personal; includes White's draft speech of thanks in response to testimonial on leaving the Society.  
*See also* Keltie, Sir John Scott
- 975 Williams, J.F. 1898-1900, 1906-7  
In capacity as informal agent for Bartholomew publications and suggesting projects for pocket series; includes letter from J.G. Bartholomew regarding sale of States maps plates in the United States 1900.

**Incoming correspondence, letters received by John Bartholomew & Co./ John Bartholomew & Son, 1899-1949 [chronological sequence]**

Mainly orders and enquiries, *arranged chronologically* : some have proofs or sketches attached and most are annotated with the subsequent job number. Principal correspondents are publishers and stationers, but also railway and steamship companies, churches and missionary bodies, and government departments. The series indicates the wide range of uses of maps, in books, magazines, diaries, timetables and

for commercial purposes. Files also contain letters from individuals responding to perceived errors and omissions in maps.

After 1930 this series is much less comprehensive, and no longer includes orders. From 1935-49 most letters are concerned with map revision and correction, with letters from Councils (in 1935 mainly regarding revision of the ½ inch series), clubs and societies, and individuals.

- 976 Letters received, January 1899-December 1900
- 977 Letters received, January-June 1901
- 978 Letters received, July-December 1901
- 979 Letters received, January-March 1902
- 980 Letters received, April-May 1902
- 981 Letters received, June- September 1902
- 982 Letters received, October-December 1902
- 983 Letters received, January-March 1903
- 984 Letters received, April-June 1903
- 985 Letters received, July-October 1903
- 986 Letters received, November 1903-January 1904
- 987 Letters received, February-March 1904
- 988 Letters received, April-June 1904
- 989 Letters received, July-December 1904
- 990 Letters received, 1905 and 1906
- 991 Letters received, January-March 1907 including single letters of Sir Archibald Geikie and William S. Bruce
- 992 Letters received, April-May 1907
- 993 June-September 1907
- 994 October-December 1907
- 995 January-March 1908
- 996 April 1908-February 1909

- 997 March-June 1909
- 998 July-September 1909
- 999 October 1909-January 1910
- 1000 February-August 1910
- 1001 September-December 1910
- 1002 January-March 1911
- 1003 April-May 1911
- 1004 June-August 1911
- 1005 September-December 1911
- 1006 January-July 1912
- 1007 August-November 1912
- 1008 December 1912-March 1913
- 1009 April-June 1913
- 1010 July-September 1913
- 1011 October 1913
- 1012 November 1913-January 1914
- 1013 February-March 1914
- 1014 April 1914
- 1015 May-June 1914
- 1016 July-August 1914
- 1017 September-October 1914
- 1018 November-December 1914
- 1019 January-February 1915
- 1020 March-April 1915
- 1021 May-June 1915

1022 July-September 1915  
1023 October-December 1915  
1024 January-June 1916  
1025 July-December 1916  
1026 January-June 1917  
1027 July-December 1917  
1028 1918  
1029 January-June 1919  
1030 July-September 1919  
1031 October-December 1919  
1032 January-March 1920  
1033 April-June 1920  
1034 July-September 1920  
1035 October 1920  
1036 November-December 1920  
1037 January-March 1921  
1038 April-June 1921  
1039 July-September 1921  
1040 October-December 1921  
1041 January-March 1922  
1042 April-May 1922  
1043 June-September 1922  
1044 October-December 1922  
1045 January-March 1923  
1046 April-June 1923

- 1047 July-September 1923
- 1048 October-December 1923
- 1049 January-February 1924
- 1050 March-May 1924
- 1051 June-December 1924
- 1052 January-February 1925
- 1053 March-April 1925
- 1054 May-August 1925
- 1055 September-December 1925
- 1056 January-February 1926
- 1057 March-April 1926
- 1058 May-June 1926
- 1059 July-August 1926
- 1060 September-October 1926
- 1061 November-December 1926
- 1062 January-February 1927
- 1063 March-April 1927
- 1064 May-June 1927
- 1065 July-August 1927
- 1066 September-October 1927
- 1067 November-December 1927
- 1068 January-February 1928
- 1069 March-May 1928
- 1070 June-December 1928
- 1071 January-February 1929



- 1072 March-April 1929
- 1073 May-June 1929
- 1074 July-August 1929
- 1075 September-October 1929
- 1076 November-December 1929
- 1077 January-February 1930
- 1078 March-April 1930
- 1079 May-June 1930
- 1080 July-August 1930
- 1081 September-October 1930
- 1082 November-December 1930
- 1083 1931
- 1084 1932-4  
Letters 1933 essentially a working file on the Handbook of North Africa for Cook and Son, and a long letter from A.F. McGoun proposing representation of altitudes on maps by Roman numerals; also circular letter and enclosures relating to position of assistant head engraver for the Survey of India  
The only files for 1935 appear to be relating to the half-inch revision, see Series 1117
- 1086 1936
- 1087 1937
- 1088 January-September 1938
- 1089 October-December 1938
- 1090 1939
- 1091 1940-3
- 1092 1944-6
- 1093 1947
- 1094 1948-9

## **John Bartholomew & Son: Correspondence files, 1916-1949 [alphabetical sequence]**

Letters received by John Bartholomew and Son, arranged in files alphabetically by name of organization or by subject. Most are for the 1920s and 1930s and relate to particular map and atlas projects, corrections and revisions: many, especially those relating to a specific map or map series revision (separately indicated) also contain copies of annotated map sheets or tracings

Continued by Series 1162-1312 (c.1949-70)

- 1101 Automobile Association 1922-5
- 1102 Automobile Association 1926-7
- 1103 Automobile Association 1928-30
- 1104 Automobile Association 1931-49
- 1105 Automobile Association, A.A. Motor Map of Great Britain revision, 1923-4
- 1106 Automobile Association, Service Atlas maps revision, 1926-7
- 1107 Automobile Association, map revisions 1929-33
- 1108 Clarendon Press 1932-46 [re the Advanced Atlas (1946) and other atlases]
- 1111 Cyclists' Touring Club 1921-48
- 1112 Encyclopaedia Britannica 1927-30 (2 folders)  
Working file, includes 1927 letter to John Bartholomew from G.S. Robinson in New York
- 1113 Encyclopaedia Britannica: publicity material for 14<sup>th</sup> edition 1929-30 (2 folders)
- 1114 Encyclopaedia Britannica historical atlas 1934
- 1115 Flags 1923-52  
Correspondence and folders of printed information, arranged by country.
- 1116 Half-inch England and Wales revision, 1927  
Letters/returns from councils, organizations and clubs
- 1117 Half-inch England and Wales revision, 1935 (2 folders)
- 1118 ½" England and Wales revision, 1940 (2 folders)
- 1119 ½" England and Wales revision, 1941
- 1120 ½" England and Wales revision, 1942

- 1121 ½" England and Wales revision, 1946
- 1122 Lightning Cities and Road Map Co., 1936-39
- 1123 Meiklejohn and Son Ltd 1931-33  
Includes minutes of meetings re liquidation, and correspondence with solicitors.
- 1124 Meiklejohn and Son Ltd 1934-50  
*Continued by series 1217*
- 1125 Meiklejohn and Son Ltd Balance sheets, 1931-51, 1953, 1955, 1957
- 1126 (World) Missionary Atlas, 1922-25 (2 folders)  
See Map files for related preparation copies of map sheets
- 1127 Alan G. Ogilvie, 1920, 1923, 1933, 1933-39, 1948-49  
Personal correspondence; letters and notes re Comparative Atlas (1936-39).
- 1128 Oxford University Press, 1922-39  
Correspondence and notes relating to Indian School Atlas, Oxford Preparatory Atlas and other publications
- 1129 Oxford Historical Atlas 1925-26
- 1134 Ordnance Survey, 1921-24  
Correspondence with the Ordnance Survey Office (Sir Charles Close and E.M. Jack) and with George Philip, the Publishers Association and others regarding copyright
- 1135 Ordnance Survey, 1924-6
- 1136 Ordnance Survey 1922-4  
Correspondence regarding OS copyright regulations with Edinburgh Chamber of Commerce, Sir Samuel Chapman, the Federation of Master Printers and Scottish Alliance of Employers in the Printing and Kindred Trades
- 1137 Ordnance Survey, 1927-36
- 1138 Ordnance Survey 1928, 1930-31  
Correspondence of Albert Close, chart maker and cuttings from *Fishing News*
- 1139 Ordnance Survey 1936-40 and 1945  
Including correspondence 1936-41 with the Publishers' Association
- 1141 George Philip and Son, 1940-1
- 1142 [Photolithography], 1921-26, 1930-31

- Correspondence with Hunters Ltd, A. Wood and Son, Lithotex regarding photolithography equipment, lenses and other supplies for photo process work, and a folder entitled 'Photoprocess – Confidential' on new offset process method and tint negative production and preparation of etched plates (1930-31).
- 1143 Place-names, 1934-37, 1940  
Correspondence with governments, consuls etc: *possibly an Editorial or Library file.*
- 1144 Scarborough Company 1925-7 and Schofield and Sons (West Indies map) 1927
- 1145 Statesman's Year Book 1920-26  
Correspondence with Sir John Keltie. For later SYB correspondence see series 1272-75
- 1146 The Times [Atlas] 1915-20  
Correspondence and notes relating to The Times Atlas, including preliminary draft notes on the project and costs, 1915-16.  
*See also 973a for letters to John G. Bartholomew from Lord Northcliffe and others.*
- 1147 The Times [Atlas] 1922-22  
*Letters and notes received in 2008 from the estate of John C. Bartholomew*
- 1148 The Times [Atlas] 1921-23, 1925-26
- 1149 World Survey Atlas, 1931-32 and revision 1945

**John Bartholomew & Son, Correspondence files, c.1949-1970 [alphabetical sequence]**

- 1162 "A" 1950-9
- 1163 Aguilar Ediciones, 1955-60 and 1968; Airscrew-Weyroc Ltd, 1965
- 1164 American Geographical Society, 1952-1969
- 1165 Antarctic Atlas proposal 1966
- 1166 Appeals [charities etc.], 1963-68
- 1167 Asia, 1961-64; Atlases 1949-60
- 1168 Automobile Association 1948-68
- 1169 "B" c.1949-67,

- Including the British Association for the Advancement of Science 1950-1, recommendation of W.J. Dickson for a Board of Trade award, and single letters of Hans Baedeker 1950, Brendan Bracken (Viscount Bracken) 1953
- 1170 De Bezige Bij (Dutch Advanced Atlas), 1954-5
  - 1171 British Federation of Master Printers 1951-53 and 1961-1969  
Mainly planning and circular/printed material re the 1967 Congress at Gleneagles
  - 1172 BP [British Petroleum] Ltd and BP Touring service 1959-60
  - 1173 BP Road map of Western Europe, 1960-61
  - 1174 Leslie Bullock 1961-1964: re Historical map of Ireland and map cover designs
  - 1175 "C" c.1949-61 including correspondence with Cassell and Co. 1958, and Canada (various bodies), 1955-59
  - 1176 Chambers Encyclopaedia, 1961-1966
  - 1177 William Clowes and Sons 1954-9 (regarding Times Atlas index)
  - [1178 not allocated]
  - 1179 Cumberland maps, 1969-70: correspondence with McKenzie/James properties and others.
  - 1180 Cyclists' Touring Club 1957-64
  - 1181 "D" c.1949-61; including letter of G.E.R. Deacon 1957
  - 1182 J.M Dent & Co, 1955-59
  - 1183 J.M. Dent & Co, 1960-70
  - 1184 "E" c.1949-61: including Encyclopaedia Britannica correspondence 1948, 1959
  - 1185 Early Scottish maps, 1966-67: correspondence with booksellers, publicity etc. for *Scotia regnum*
  - 1186 Edinburgh Booksellers' Society 1952-7: includes an undated typescript on the early years of the Society.
  - 1187 Edinburgh Chamber of Commerce, 1962-65
  - 1188 Edinburgh Corporation, 1967-70 (publicity maps)
  - 1189 Edinburgh Master Printers' Association, 1962-71

- Mainly circular correspondence and reports but includes returns for the Register of Journeymen.  
See *also* Series 1271
- 1190 Edinburgh University (2-sided map), 1966
- 1191 Encyclopedia Hebraica, 1966
- 1192-1193 Equipment, 1952-1971  
Correspondence and related advertising brochures, price lists, photographs etc. See *also* 1232
- 1194 Esselte, 1953-54, 1961-4, 1970-71
- 1195 Exhibitions, 1959-63
- 1196 "F" c.1949-61
- 1197 Federation of British Industries 1959-60
- 1198 Football history map, 1971
- 1199 Foreign material 1947-60  
Sources for, arranged in alphabetical file by country; includes letter 1959 of Théodore Monod
- 1200 "G" 1949-65  
Includes letters of Seton Gordon 1955; Arthur Geddes 1950, 1957, 1960, 1965; Galitzine and Partners, 1961 [see *also* 1213]; John Galloway & Co., 1963-64; A.W. Gatrell & Co, 1963-72
- 1202 Geographical Magazine (maps for), 1961-69
- 1203 S.C. Gilmour, 1949-55 (regarding editorship of *Greater Atlas of London*)
- 1204 William Grant & Sons, 1962-67 (use of Bartholomew map in a promotional serving tray)
- [1205 not used ]
- 1206 "H" c.1949-61: including letters of Isobel W. Hutchison 1950 and Thor Heyerdahl 1951
- 1207 Holmes MacDougall re Environmental Studies Atlas, 1969-70
- 1208 "I" 1953, 1959-60: including correspondence with Ed. Imhof regarding John C. Bartholomew's enrolment in 2<sup>nd</sup> International Cartographic course 1960
- 1209 Institut Geographique Militaire, Brussels, 1950-55

- 1210 Institut Geographique National, Paris, 1954-1975
- 1211 Irish golf courses, 1965-66 [information for plotting onto ¼" map series]
- 1212 "J" 1951-60; "K" 1948-68; "L" c.1950-60
- 1213 The Philip Lesly Co., 1961-62  
Public Relations company based in Chicago, proposing to market Bartholomew maps in the United States; includes correspondence with Galitzine and Partners
- 1214 London maps (Greater London Reference Atlas), 1967-69
- 1215 "M", 1943-62: including letters of Fitzroy Maclean 1951 and Stanley Morison 1955
- 1216 Management Association of Southeast Scotland, 1963-1971
- 1217 Meiklejohn and Son, 1950-60  
Correspondence re sales and trading arrangements, and papers regarding the firm's liquidation; file includes copies of Meiklejohn's Articles of Association [1913] and annual accounts 1948-57  
See *also* Series 1123-1125 and 1226
- 1218 Meridian, 1959-60
- [1219 not used
- Directorate of] Military Survey – see War Office
- 1220 Sir Harold Mitchell, 1962-72 (maps for his *Caribbean Patterns*)
- 1221 "N", 1948-60
- 1222 National Bank of Scotland 1954-9; National Book League 1951-2; National Library of Scotland (letters of thanks for maps and appointment as a Trustee) 1952-9
- 1223 National Trust for Scotland (maps for) 1952-6, 1964-71
- 1224 Northern Lighthouse Commissioners, 1962-65  
Working file relating to revision of Lighthouses of the British Isles map, including correspondence, lists of lights, beacons etc. and annotated map sheets, and a copy of the 1891 Bartholomew map of Lighthouses of the British Isles [*copy taken from the Printing Record?*]
- 1225 "O" 1948-60  
Including circular letters re RSGS Alan Ogilvie Memorial Appeal 1955
- 1226 Oliver and Boyd 1951, 1958-60, 1967-70

Includes copy of Agreement 1958 regarding the takeover of the stock of Meiklejohn.

Ordnance Survey – see Rights of Way

- 1227 Oxford University Press, 1951-70: mainly regarding Oxford School Atlas, including correction sheets.
- 1228 “P” 1948-61: including George Philip and Son 1951 and 1957-8
- 1229 Pears Cyclopaedia, 1960-69; Petermann's Geographische Mitteilungen 1955-9 (thanks for maps sent)
- 1230 Picture Research, 1967-70 (formerly ‘Air photo’)
- 1230a Place names, 1962-69
- 1231 Post Office Advisory Committee, 1963-71  
The POAC was a Committee of the Edinburgh Chamber of Commerce and Manufactures; includes agendas, correspondence and related material.  
*Personal file of Peter H. Bartholomew?*
- 1232 Price, Service & Co, 1953-66 [purchase of offset press]; publications exchange, 1959-60
- 1233 Publication/production enquiries, 1962-65
- 1234 Publication/production enquiries, 1965-66
- 1235 Publication/production enquiries, 1966-67
- 1236 Reader's Digest, 1959-60
- 1237 Reader's Digest, 1961
- 1238 Reader's Digest, 1962
- 1239 Reader's Digest, 1963
- 1240 Reader's Digest, 1964
- 1241 Reader's Digest, 1965
- 1242 Reader's Digest, Great World Atlas, Italian edition, 1961
- 1243 Reader's Digest, Great World Atlas, Dutch edition, 1961-65
- 1244 Reader's Digest, Great World Atlas, U.S. edition, 1961-68
- 1245 Reader's Digest, Great World Atlas, Australian edition, 1961-70



- 1246 Reader's Digest, Great World Atlas, French edition, 1961-70
- 1247 Reader's Digest, Great World Atlas, Canadian edition, 1961-72
- 1248 Reader's Digest, Great World Atlas, Spanish edition, 1961-74
- 1249 Reader's Digest, Great World Atlas, Scandinavian edition, 1962-63
- 1250 Reader's Digest, Great World Atlas, German edition, 1962-63
- 1251 Reader's Digest, Great World Atlas, Japanese edition, 1963-64
- 1252 Reader's Digest, Book of the Road, 1965-69
- 1253 Reader's Digest, 1966-1968
- 1254 Reader's Digest, 1969
- 1255 Reader's Digest, 1970
- 1256 Reader's Digest, 1971
- 1257 Reader's Digest, 1972-73
- 1258 Reader's Digest World of Animals map, 1969-70
- 1259 Reproduction requests, 1964-66
- 1260 Requests and thanks for maps and publications by others, 1959-60
- 1261 Requests and thanks for maps and publications by others, 1962-63
- 1262 Requests and thanks for maps and publications by others, 1964
- 1263 Requests and thanks for maps and publications by others, 1965
- 1264 Rights of Way (definitive map), 1964-65
- 1265 Royal Automobile Club Handbook (1963, 1964, 1965), 1962-65

Royal Geographical Society – see Geographical Magazine

- 1266 "Scotland of Old" clan map, 1960-70  
Correspondence, publicity and reviews 1960-66 and award certificate in Souvenirs of Scotland Competition 1970.
- 1267 Scottish Place Names, 1954, 1961-70, 1988  
Correspondence, memoranda, lists, newspaper cuttings

- 1269 Scottish Tourist Board, 1962-63, 1971  
Correspondence 1962-63, memo regarding a visit to the firm by Board representatives 1971
- 1270 Simmons-Boardman, 1960-65  
Correspondence and advertising material, primarily re American World Atlas ed. by John Bartholomew
- 1271 Society of Master Printers in Scotland, 1960-67  
Mainly circular memoranda etc. to members but includes some draft returns relating to Bartholomew staff, and news on pay disputes, rates and conditions in the industry.
- 1272 Statesman's Yearbook, 1952-60
- 1273 Statesman's Yearbook, 1961-63
- 1274 Statesman's Yearbook, 1964-65
- 1275 Statesman's Yearbook, 1966-70  
See also J.C. Bartholomew's Map projects files
- [1276 not used]
- 1277 Survey Gazetteer of the British Isles, 1962-71
- 1278 Third Statistical Account of Scotland, 1956-70
- 1280 Times Atlas of the World, 1947-61  
Correspondence regarding base information, corrections, appreciations and letters of thanks for copies. Separate folders relating to volumes I-IV; includes letters from Charles D. Matthews and R.B. Serjeant re maps of Arabia.
- 1281 The Times, general correspondence, 1952-53
- 1282 The Times, general correspondence 1954
- 1283 The Times, general correspondence 1955-56
- 1284 The Times, general correspondence 1957-58
- 1285 The Times, general correspondence 1959-61
- 1286 The Times, general correspondence 1962-64
- 1287 The Times, general correspondence 1965
- 1288 The Times, general correspondence 1966

- 1289 The Times, general correspondence 1967
- 1290 The Times, general correspondence 1968-69
- 1291 The Times, general correspondence 1970-71
- 1297 The Times Wall Map 1963-7
- 1298 Times Atlas of the World, single volume edition, 1964-68 (2 folders)
- 1299 Times Atlas, comprehensive edition, 1967-69

[1300-05 unallocated]

- 1307 Urwick, Orr and Partners, Management Consultants, 1954-1970  
Regarding surveys and (1970) Bartholomew's interest in the South African market
- 1308 Visits to firm 1959-70
- 1309 Frederick Warne and Co., 1962-70
- 1310 War Office (Directorate of Military Survey), 1951-66  
Mainly regarding loan of maps (1954-66), also map series lists and index sheets 1951 and 1961
- 1311 Yoeli, Pinhas (Technion, Israel), 1965-66

**Editorial/Information Department correspondence, 1970 to 1993 [numbered sequence]**

Contains both letters received and copy of reply. There is a card index to letters in [the first part of] this sequence – see Series 1320

- 1320 Card index to Editorial Department correspondence, c.1971-1983  
Alphabetical by name of correspondent, with address, letter number, date and subject.
- 1321 Editorial Department, correspondence 1-2622, January 1970 to November 1971
- 1322 Editorial Department, correspondence 2623-3728, December 1971 to May 1973
- 1323 Editorial Department, correspondence 3729-4491a, June 1973 to February 1974
- 1324 Editorial Department, correspondence 4492-5212, March to June 1974
- 1325 Editorial Department, correspondence 5213-5844, July to September 1974

- 1326 Editorial Department, correspondence 5845-6487, October 1974 to February 1975
- 1327 Editorial Department, correspondence 6488-7453, March to August 1975
- 1328 Editorial Department, correspondence 7454-8072, September 1975 to February 1976
- 1329 Editorial Department, correspondence 8073-8635, March to July 1976
- 1330 Editorial Department, correspondence 8636-9204, August to December 1976
- 1331 Editorial Department, correspondence 9205-9762, January to May 1977
- 1332 Editorial Department, correspondence 9763-10249, June to September 1977
- 1333 Editorial Department, correspondence 10250-10647, October to December 1977
- 1334 Editorial Department, correspondence 10648-11292, January-April 1978
- 1335 Editorial Department, correspondence 11293-11811, May-October 1978
- 1336 Editorial Department, correspondence 11812-12213, November 1978-February 1979
- 1337 Editorial Department, correspondence 12214-12767, March-July 1979
- 1338 Editorial Department, correspondence 12768-13322, August-November 1979
- 1339 Editorial Department, correspondence 13323-13812, December 1979-March 1980
- 1340 Editorial Department, correspondence 13813-14404, April-October 1980
- 1341 Editorial Department, correspondence 14405-14896, November 1980-May 1981
- 1342 Editorial Department, correspondence 14897-15376, June 1981-January 1982
- 1343 Editorial Department, correspondence 15377-15869, February-September 1982
- 1344 Editorial Department, correspondence 15870-16421, October 1982-March 1983

- 1345 Information Department, correspondence 16422-16963, April-December 1983
- 1346 Information Department, correspondence 16964-17539, January-November 1984
- 1347 Information Department, correspondence 17540-17936, December 1984-June 1985
- 1348 Information Department, correspondence 17937-18318, July 1985-March 1986
- 1349 Information Department, correspondence 18319-18714, March-June 1987
- 1350 Information Department, correspondence 18715-19146, July 1987-June 1988
- 1351 Information Department, correspondence 19147-19500, July 1988-April 1989
- 1352 Information Department, correspondence 19501-19829, May 1989-August 1990
- 1353 Information Department, correspondence 19830-20182, September 1990-June 1991
- 1354 Information Department, correspondence 20183-20559, July 1991-September 1992
- 1355 Information Department, correspondence 20560-20730, October 1992-May 1993

**Bartholomew Library correspondence, 1973-1993 [chronological, with alphabetical sequences (by name of correspondent, organization or jurisdiction) within each volume]**

- 1356 Bartholomew Library correspondence, 1973-1974
- 1357 Bartholomew Library correspondence 1975-April 1976
- 1358 Bartholomew Library correspondence May 1976-5 July 1977
- 1359 Bartholomew Library correspondence 6 July 1977-31 March 1978
- 1360 Bartholomew Library correspondence April 1978-23 April 1980
- 1361 Bartholomew Library correspondence 24 April 1980-15 June 1981
- 1362 Bartholomew Library correspondence 16 June 1981-31 July 1982

- 1363 Bartholomew Library correspondence 1 August 1982-December 1984
- 1364 Bartholomew Library correspondence 1985
- 1365 Bartholomew Library correspondence 1986
- 1366 Bartholomew Library correspondence 1987
- 1367 Bartholomew Library correspondence 1988
- 1368 Bartholomew Library correspondence 1989
- 1369 Bartholomew Library correspondence 1990-1991
- 1370 Bartholomew Library correspondence 1992
- 1371 Bartholomew Library correspondence 1993

**Reader's Digest correspondence files, 1974-90**

Correspondence and papers relating to Reader's Digest publications; also a single file (1382) relating to negotiations between Bartholomew and Reader's Digest to formalize a liaison/merger.

For earlier Reader's Digest material see Series 1236-58

- 1372 Great World Atlas French edition, 1974-78
- 1373 Great World Atlas, 1974-1982
- 1374 Great World Atlas, Spanish edition, 1975
- 1375 Great World Atlas, 1975-76
- 1376 Great World Atlas Australian edition, 1975-76
- 1377 Readers Digest atlas projects, miscellaneous, 1969-76  
Includes notes on printings and editions of the Great World Atlas
- 1378 Great World Atlas, Spanish/Latin American edition, 1976-78
- 1379 Work instructions, Readers' Digest atlases, 1977-1988
- 1380 Work instructions, Reader's Digest 12 inch, 1:100000, historical, pictorial  
and early Great Britain maps, 1977-1988
- 1381 Readers Digest Illustrated Atlas of Great Britain, 1979-81

- 1382 Negotiations with Reader's Digest regarding RD/Bartholomew liaison, 1979-83
- 1383 Reader's Digest Atlas of Norway, 1980-1982
- 1384 Reader's Digest Atlas of Norway, 1980-1982  
Continued by Series 1398-1404
- 1385 Reader's Digest and Great World Atlas: Pleasantville visit, etc., 1980-83
- 1386 Reader's Digest Communications Panel, 1980-84
- 1387 Reader's Digest Historic houses map 1981; Reader's Digest Political/Relief Map of the World 1981; Reader's Digest Royal Wedding Map of London 1981; RD Atlas of World History 1983
- 1388 Reader's Digest and Great World Atlas: Zapmaps, 1981
- 1389 Great World Atlas revision, 1981-2
- 1390 Reader's Digest Illustrated Atlas of the British Isles and Book of British Coasts, 1981-2
- 1391 Reader's Digest South Africa Road Atlas, 1981-83
- 1392 Great World Atlas, 1982
- 1393 Readers Digest Map of Britain's Coast, 1982
- 1394 Reader's Digest and Great World Atlas: Paris meeting correspondence, 1982
- 1395 New Great World Atlas proposed core reference maps, 1982, Editor's comments pt 1
- 1396 New Great World Atlas proposed core reference maps, 1982, Editor's comments pt.2
- 1397 Work instructions, Reader's Digest books and maps, 1981-1990 (alphabetical)
- 1398 Reader's Digest Atlas of Norway: Working papers 1983-84
- 1399 Reader's Digest Atlas of Norway: typelists and related correspondence Jan.-Sept. 1982
- 1400 Reader's Digest Atlas of Norway: typelists and related correspondence Oct.-Nov. 1982

1404 New Great World Atlas/New Century Atlas, correspondence and papers  
1982–84

[1405 to 1418 unallocated]

### **Times Atlas correspondence files, 1970-99**

Correspondence and papers relating to the Times Atlas and other publications. For earlier Times files see Series 1146-48 and 1280-1299

- 1419 Times Concise Atlas: correspondence and papers, 1970-1979 (unsorted)
- 1420 Times Atlas, comprehensive edition: correspondence concerning German edition, 1970–71
- 1421 Times Atlas, comprehensive edition: correspondence with Dr H. J. Störig, 1971–2, 1975
- 1422 Times Atlas, comprehensive edition: correspondence largely with Times officials, 1971–76
- 1423 Times Concise Atlas: correspondence and papers concerning Dutch edition, 1972-73
- 1424 Times Concise Atlas: correspondence and papers concerning Dutch edition, 1972–75
- 1425 Times Concise Atlas: correspondence and papers concerning Dutch edition, 1973
- 1426 Times Atlas, comprehensive edition: correspondence, 1973–75
- 1427 Times Atlas, comprehensive edition: correspondence concerning revisions, 1973–74
- 1428 Times Atlas of China, 1973
- 1429 Times Atlas of China, 1974-75
- 1430 Times Atlas, comprehensive edition: correspondence concerning revisions, 1974 (to Seoul town plan)
- 1431 Times Atlas, comprehensive edition: correspondence, 1974–76, including index corrections
- 1432 Times Concise Atlas: correspondence and papers, 1974–78, concerning index
- 1433 Times Atlas, comprehensive edition: correspondence concerning Dutch edition, 1974–78



- 1434 Working papers, Times Comprehensive and Times Concise atlases, 1974-85, development files
- 1435 Times Comprehensive Atlas 1975 edition: list of complimentary copies, and letters and papers, 1973-74
- 1436 Times Comprehensive Atlas 1975 edition: list of map plate corrections 14-22
- 1437 Times Comprehensive Atlas 1975 edition: correction materials plates 2-30
- 1438 Times Comprehensive Atlas 1975 edition: correction materials plates 32-40
- 1439 Times Comprehensive Atlas 1975 edition: correction materials plates 41-50
- 1440 Times Comprehensive Atlas 1975 edition: correction materials plates 51-60
- 1441 Times Comprehensive Atlas 1975 edition: correction materials plates 61-70
- 1442 Times Comprehensive Atlas 1975 edition: correction materials plates 71-88
- 1443 Times Comprehensive Atlas 1975 edition: correction materials plates 93-110
- 1444 Times Comprehensive Atlas 1975 edition: correction materials plates 111-122
- 1445 Times Comprehensive Atlas 1975 edition: possible discrepancies Plates 11-121
- 1446 Times Comprehensive Atlas 1975 edition: type lists for prelims and lists of future corrections
- 1447 Notes on map changes for Times atlases, 1975-1981, arranged A-Z
- 1448 Notes on map changes for Times atlases, 1975-1981
- 1449 Times Concise Atlas: correspondence and papers concerning German edition 1976-77
- 1450 Times Atlas, comprehensive edition: correspondence, 1976-78
- 1451 Times Atlas, comprehensive edition: correspondence concerning French edition, 1976-83

- 1452 Times Atlas, comprehensive edition: correspondence concerning German edition 1976–85
- 1453 Times Atlas, comprehensive edition: correspondence and papers, 1977–81
- 1454 Times Concise Atlas: correspondence and papers, 1977–80, English edition
- 1455 Working papers, Times Concise Atlas, 1977-1983
- 1456 Times Concise Atlas: correspondence and papers, 1978–82
- 1457 Times Concise Atlas: correspondence and papers concerning Dutch edition 1978–82
- 1458 Times Atlas, comprehensive edition: correspondence and papers 1979
- 1459 Times Comprehensive Atlas 1979 edition: corrections and insertions
- 1460 Times Comprehensive Atlas 1979 edition: source lists, plates 4 – 123
- 1461 Times Comprehensive Atlas 1979 edition: lists of scales; world energy statistics; French trial page
- 1462 Times Comprehensive Atlas 1979 edition: information about storms, 1976
- 1463 Times Comprehensive Atlas 1979 edition; information about revisions, 1978
- 1464 Times Comprehensive Atlas 1979 edition: information received, 1980
- 1465 Times Concise Atlas: Correspondence and papers concerning index corrections 1980
- 1466 Times atlases: correspondence concerning copyright and publishing strategy, 1980–81
- 1467 Times Comprehensive and Concise overlap lists, 1980s?
- 1468 Projected Times Atlas of the Pacific Ocean, 1980s?
- 1469 Working papers, Times Comprehensive Atlas: German versions, references 8513 and 9470, 1980-1981; English version, reference 9171; French version, reference 5295
- 1470 Correspondence with Times officials concerning Times atlases, 1980–5

- 1471 Times Atlas, comprehensive edition: correspondence concerning Finnish edition 1981–83
- 1472 Times Atlas, comprehensive edition: correspondence and papers 1981-84
- 1473 Correspondence with Times officials concerning quotes for Times atlases, 1982–86
- 1474 Times Atlas, comprehensive edition: correspondence and papers 1983–84
- 1475 Times Atlas, comprehensive edition, Dutch: correspondence and papers, 1983-84
- 1476 Working papers, Times Comprehensive Atlas: German version, reference G347, 1983-1984; English versions, references 9541 and 9900, 1983-84
- 1477 Times Atlas, comprehensive edition: working papers, 1984-85, English
- 1478 Times Atlas, comprehensive edition: working papers, 1984-87, English
- 1479 Times Atlas, comprehensive edition: correspondence and papers 1984–88
- 1480 Times Comprehensive and Concise, letters and papers, 1985-89
- 1481 Times Concise Atlas: working papers, 1985-1987
- 1482 Times Atlas, comprehensive edition: working papers, 1985-1987, German, French and English
- 1483 Times Concise Atlas: working papers, 1986
- 1484 Times Atlas, comprehensive edition: working papers for English and German versions, 1986-89
- 1485 Times Comprehensive and Times Concise atlases: development files, 1986-90
- 1486 Times Atlas, comprehensive edition: working papers, French edition, 1989
- 1487 Times Atlas, comprehensive edition: revisions to indexes, 1989-92
- 1488 Times Atlas, comprehensive edition: working papers, English edition, 1990
- 1489 Times Atlas, comprehensive edition: working papers, English edition, 1990
- 1490 Times Concise Atlas: working papers, 1990
- 1491 Times Atlas, comprehensive edition: working papers, 1990-91, German
- 1492 Times Atlas, comprehensive edition: working papers, 1990-94

- 1493 Times Concise Atlas: working papers, Japanese (Kodansha), 1990-94
- 1494 Times Concise Atlas: working papers, 1991-92
- 1495 Times Atlas, comprehensive edition: working papers, Polish edition, 1991-92
- 1496 Times Atlas, comprehensive edition: working papers, Polish edition, 1991-92
- 1497 Times Concise Atlas: working papers, Dutch edition, 1991-93
- 1498 Times Concise Atlas: memos and papers, 1991-93
- 1499 Times Atlas, comprehensive edition: index input forms, 1992
- 1500 Times Atlas, comprehensive edition: working papers, French edition, 1991-93
- 1501 Times Atlas, comprehensive edition: working papers, 1992, English
- 1502 Times Atlas, comprehensive edition: working papers, 1992, English
- 1503 Times Atlas, comprehensive edition: working papers, 1992, German
- 1504 Times Atlas, comprehensive edition: working papers, 1993, French
- 1505 Times Atlas, comprehensive edition: working papers, 1993, Icelandic
- 1506 Times Atlas, comprehensive edition: working papers and correspondence, 1993-94
- 1507 Times Atlas, comprehensive edition: working papers, 1993-94, German
- 1508 Times Atlas, comprehensive edition: working papers, 9<sup>th</sup> edition German reprint, 1996-99
- 1509 Times Atlas, comprehensive edition: material for ninth edition, 1997-98

**JOHN 'IAN' BARTHOLOMEW (1890-1962): Correspondence and papers 1920-61**

- 1520 Correspondence 1920, 1926-49  
Including 'Suggestions for promoting business' by Kenneth Cousland, 1932 and Ordnance Survey Office 'secret' correspondence May 1939 re printing by Bartholomew 'in case of emergency'; also letters of W G Burn Murdoch (2) 1928, Arthur Hinks (2) 1932-3, Sir Edward Tandy 1933, Maude Parker 1933 and 1936 relating to her river maps, Sir George Adam Smith 1934, George Philip 1935, John Masefield 1939, Charles d'O. Pilkington Jackson 1946, Sir Alexander Gray 1949.

- 1521 Correspondence 1950-61.  
Including letters from Alick N. Bartholomew (son) 1953 from New York, regarding the firm's distribution and marketing in the United States, and 1955 (to Robbie Bartholomew), from Meiklejohn in London, regarding a new edition of their Intermediate School Atlas; also letters from Charles Pilkington Jackson 1953, Sir Alexander Gray, 1951, Sir Edward Appleton (4) 1950-1, 1956, 1959, Thor Heyerdahl 1951, Sir Fitzroy Maclean 1951, Douglas C.C. Young 1953, Winston Churchill, 1954, Sir James M. Wordie 1956, Sir Stanley Unwin 1957, Stanley Cursiter 1957, Sir Robert Lockhart 1959
- 1523 Papers of John Bartholomew as Chairman of the Scottish Alliance of Employers in the Printing Trade, and other War work, 1940-41

PETER BARTHOLOMEW (1924-87): Correspondence and papers, 1950-86

- 1525 Correspondence (file copies), 1950-61
- 1526 Correspondence (file copies), 1962
- 1527 Correspondence (file copies), 1963-64
- 1528 Correspondence (file copies), 1965
- 1529 Correspondence (file copies), 1966
- 1530 Correspondence (file copies), 1967-70
- 1531 Correspondence (file copies), 1971
- 1532 Miscellaneous correspondence, 1959-70  
Including re Greater London Reference Atlas 1960 and Readers Digest Book of the Road 1966-67; and with Civil Service Pay Research Unit re rates of pay in printing trades 1960-61.
- 1533 Miscellaneous correspondence, 1971-86  
File also contains draft letter to Mrs Bartholomew 1989 regarding proposed dedication to PHB in a map of the Pentland Hills
- 1534 Correspondence with Alick Bartholomew 1962  
Regarding proposed publishing arrangements between Bartholomew and Harpers; also contains newspaper cuttings about Alick Bartholomew 1968, 1971  
*Received September 2008*
- 1535 Expenses, 1968-77
- 1536 Salaries information (mainly Director's salaries), c.1970-80
- 1537 Scottish Rights of Way Society, 1961-70

- 1538 Edinburgh Master Printers Association correspondence, 1971-75
- 1539 T and T. Clark (proposed purchase: Confidential file), 1976-80
- 1540 Ledger (balance sheets, financial statements, sales and trading accounts), 1943-73  
Various dates for individual returns; a few are earlier or later, and there are some additional inserted notes on directors' salaries and bonuses, shares, meetings etc.

**D.A. Ross Stewart: Correspondence and papers, 1970-80**

- 1541 Miscellaneous correspondence, 1970-88
- 1542-49 *Correspondence files, 1970-83 (alphabetical)*
- 1542 Bartholomew/Readers Digest Atlas of Places of the World, 1981 ['Blue Book']: outline and costing
- 1543 B.T. Batsford, 1970-71
- 1544 Bollman-Bildkarten Verlag, 1970
- 1545 Chambers, 1982-83
- 1546 David and Charles Holdings, 1969-70
- 1547 Historical Atlas of Islam, 1965-75
- 1548 Small World Atlas/Family World Atlas, 1977-83 (2 files)
- 1549 Thomson British Holdings Ltd., 1979-80

**JOHN C. BARTHOLOMEW (1923-2008): Correspondence and papers, 1947-2001**

**Correspondence and reference files**

- 1550- Correspondence, 1947-88 [chronological sequence]  
Includes business and professional correspondence, copies of other letters, reports and memoranda relating to the firm's management, staff, meetings, work program, organizational changes, cartographic training and standards, visits, requests for information and employment. Mostly single items but there are discernible files on visit of staff analyst 1962, George Griffiths Aitken {1963}, George Sang memorial 1968, possible mergers and purchase of shares 1968-69, Bartholomew design manual 1984-85, investigation report and recommendations on marketing operations and policies, by Professor Leslie W. Rodger, June 1980, and the Company Business Plan, October 1980 to June 1981 etc. There are a few purely

personal sequences, as letters received regarding rental of a holiday cottage in the Western Highlands, 1963, and some papers relating to the EU Graduates Association and other organisations. Professional subjects include revision of Munro tables (correspondence with Hamish Brown 1976-81), with Nigel Allen and others re updating Afghanistan maps (1970-71), with Perthes 1985 re possible future cooperation, with Angus Macintosh 1980-81 re University of Edinburgh Middle English Dialect Project, with L.C. King 1961-62 re morphological map of the Oceans  
*Received in various installments, mostly in disorder, and has only been roughly sorted by date. Files on specific publishing projects and proposals separated out and forming part of series following.*

[Personal] copies of office memoranda and circular publications 1972-91  
Relate to appointments, company management, social events etc, some with attachments: of note are papers re printing technology and offset reproduction standards for Readers Digest (1983), 1986 record of meeting on GLSA videodisc

Correspondence/reference files, [alphabetical sequence] *Including:*  
Aguilar 1975  
Bartholomew 150 History 1976: includes notes on publications and employees and map-making operations, anniversary luncheon arrangements, draft proofs of the history and related correspondence; also re commemorative plaque for EGI 1997  
John Bartholomew Prize in Cartography 1979-1980 and BCS John Bartholomew Award 1988-89 and 2002  
Buckingham Palace (maps for) 1969-85 and Royal Visits 1971, 1976  
B general including JGP Baker 1974, M.Burge 1973, Lord Balerno 1980  
C-D including  
China, Coleman, Bernard Delair, 1976-77, Richard Demarco, 1974-76  
Edinburgh City Business Club 1976-1983  
British Federation of Master Printers and Edinburgh Master Printers' Association, 1965-1975  
Clyde Surveys Ltd, 1987-1990  
English speaking Union 1984  
Edinburgh Zoo 1970-75  
Esselte 1975-83: including their survey of geography teaching materials 1975-76, business agreements and notes on meetings  
Fairey Surveys 1981-83  
W. Green and Son re map of sheriffdoms 1978-1979: see also  
Covenanter's map on Map projects  
Goodson relief maps ('Duplitterre' world map) 1974-80  
E. Haussman/Carta Ltd 1972-1977  
Hestair-Hope 1978  
Highland Fund 1970-83  
Letters of and to Hans L. Horvik 1978  
Hunting Surveys 1974-84  
ICAS 1976; Int. Seismological Centre 1974-1979  
L-M including: Roger Lascelles 1972-1974, Andrew TA Learmonth 1973-1976, Orient Longman 1970, RJ Millman (letter and map) 1971, H.A.G.

Lewis letters and papers 1975, Derek Maling letters 1975, Maud Parker river maps 1980, Melven Press 1980-81, Thomson McLintock 1981  
New towns 1980 and 1985, North Sea oil and gas 1977-80  
O-P including:  
Place name changes 1979-82  
Operation Raleigh (circular correspondence, notes and publications) 1983-88  
OUP 1963-80  
Ordnance Survey 1962-86 [much on copyright, royalties, permissions]  
Permisslons 1989  
Permanent Committee on Geographical Names for British Official Use, minutes, agenda and correspondence 1936-88, 1994: also file on geographical place names, transliteration, etc.  
Photogrammetric Society – see Hunting Surveys  
Polecon Co 1980  
Royal Society, British National Committee for Geography, Cartographic sub-committee, 1964-80 Population  
Political change, Ports 1980  
Railways 1973-85, Road [maps] 1970-82  
Major GPG Robinson 1983  
[Olive M. Squair 1976 –see Royal genealogy map in Map projects]  
Scribing: miscellaneous correspondence, advertising material etc. relating to representation of place names on maps, 1931-67

Talks and lectures by John C. Bartholomew

Visits [to the firm, and by JCB to China] 1959-1989

Includes John C. Bartholomew's diary of visit to German and other European publishers, 1960 (with some detailed descriptions of their set-up and operations), visit to and from China 1981 and 1985

Appointment diaries of John C. Bartholomew 1954, 1971, 1977-78, 1981-87. 12 volumes

Limited entries but some contain notes on work matters (maps, interviews, meetings)

### **Cartographic conferences and congresses**

Conference papers presented by John C. Bartholomew, 1963-77

Conference programs, reports and related papers,

Include papers of International Cartographic Association 1958-88 [JCB 101-106, 134, 137], British Cartographic Society [118], Applied Geog. Conference 1979; Symposium of data handling and computer graphics 1974; BAAS 1963-1970; Congress on history of oceanography 1972; RICS 1980; Int. Soc for Photogrammetry 1972; Int. Conf on History of Cartography 1975

Conference/congress papers [by others], and articles and reprints sent by authors, c.1962-92



## MAP PROJECT FILES, c.1877-1994

Here are included various collections of papers relating to specific map projects, maintained separately from or later separated from the working files. The first group are of a small numbers of projects to c.1959, the second, larger group consists of the files of John C. Bartholomew for projects of the 1970s to 1990s.

### 1. *Miscellaneous early projects, 1877-1959*

Gazetteer of the World, c.1877-79?

Corrected manuscript sheets of projected Gazetteer of the World, compiled Rev. John M. Wilson, ed. Alexander Mackay and John Bartholomew, arranged alphabetically. Dates based on wrapper fragments; envelope with printed sheet is dated 1888

French, German and Italian material for General Gazetteer, undated: A-Len only held.

Revising lists for General Gazetteer undated: 'revised by Groome up to B'. A-Nec only held.

Papers for a projected? Gazetteer of Australia and New Zealand, undated [after 1901]

'Bartholomew's Physical Atlas, publication arrangements, lists and notes', [1895]  
Contains only a note on distribution of proof prospectus, December 1895

Bartholomew's Physical Atlas: album containing single letters of Sir Clements R. Markham, Sir Archibald Geikie, James Geikie, Sir John Murray and others, relating to *Physical Atlas Vol. III – Meteorology*, 1899. Also prospectus for, press-cuttings of, and reviews of this work

Sheets of Bartholomew's Commercial map of the World marked to show distribution of birds, reptiles, amphibians, fishes, molluscs, insects, 1899 and 1908, and marked zoology plates from Bartholomew's *Physical Atlas* vol. V (apparently prepared by W. Eagle Clarke) 1908 showing distribution of different creatures

'World Survey Atlas', undated

Comprising lists of maps to be printed/incorporated/engraved/wanted, with a ms draft of title page for a Survey atlas of the world by J.G. Bartholomew

Notes and papers concerning World Survey Atlas 1944, 1946

Illustration work (title pages, bookplates, devices) printed, 1910-15

[List of new drawings for the] Survey Atlas, 1934

With some later annotations re revisions and index to [drawer location] of New Survey Atlas maps

'London material' [Reference Atlas of London], 1948-51, 1959

Record of communications with local borough authorities regarding proofs and changes

## **2. John C. Bartholomew's map projects, c.1971-94**

John C. Bartholomew's personal files on map projects and proposals, mostly associated with the firm but some undertaken in a private capacity. These have been arranged largely alphabetically, with some smaller and unsorted files grouped chronologically at the end.

### *Including:*

AA World Atlas 1976-77  
Antarctic Atlas 1970 (Blandford Press)  
Arab World 1979-80  
Atlas for the Bahamas 1975  
Avis type UK map 1980-81  
Barbados map 1979-80  
Bart Gazetteer 1972-73, 1976-78  
British Airways maps 1980-82  
Historical Atlas of Canada 1983  
Children's atlas 1979  
Covenanter's map of Central and Southern Scotland 1975-76: W. Green and Son  
Alice Colman (landscapes and fringes of Britain) 1979-81  
Edinburgh World Atlas, 1967-1974  
Edinburgh Plan for District Council 1981  
Edinburgh Zoo plan 1979  
Egypt 1988-89, Lehnert and Landrock  
Encyclopedia Britannica 1980-81  
Atlas of the Environment 1976-77  
Esselte Senior School Atlas (4 items); Glasgow City Plan 1979-80  
Atlas of Europe 1971-75, Frederick Warne  
Greater London Atlas 1979  
Hamlyn Geographical Dictionary/Gazetteer 1978-79  
Atlas of Ireland 1973-76  
Lagos Town plan 1982  
Larousse Atlas 1981-82  
Middle East maps [including report of visit to Saudi Arabia and Bahrain by DARS] 1970-80  
Mobil maps 1975  
Moon 1971  
National map series 1970-82  
OUP School Atlas for India 1971-80  
Oxford town plan 1979  
Primary Atlas for Nigeria, 1979-82  
Pacific Ocean 1978, 1980  
Pacific atlas 1986 [including source material]  
Purnell Atlas 1975-76  
Reader's Digest 1981  
Road Atlas of Britain, 1973-1975, 1988  
Road Atlas of Europe, 1973-76  
Royal genealogy map for 'Scotland in Europe', Olive M. Squair 1976  
Saudi Arabia atlas 1978-1980  
Shellmex UK road maps 1973-1980

Small World Atlas 1974-86  
South Atlantic 1:30 million 1982  
Statesman's Year Book 1971-85  
Thailand 1:5 million 1977  
Thai international world routes 1979-80  
Time-Life atlas 1971-1972  
Times atlases (3 boxes)  
Touring Club Italiano 1989  
Tourist Route Europe, 1979  
Tourmaster map of Britain, 1980-1981  
Turkey map 1975-77  
Atlas of World Religion, 1972-1973, 1979  
United States 1:5 million 1979  
World Ocean Atlas (Russian) 1975  
World of Animals 1972  
World Transport Atlas proposal 1973: correspondence with Ivan di Gonchau  
World Travel Series (Nigeria etc) 1991-94  
York town plan 1980-81

**Correspondence, c1988-1990 [arranged by country]**

- 1701 Africa
- 1702 Australia
- 1703 Austria
- 1704 Barbados (1988)
- 1705 Belgium
- 1706 Canada
- 1707 China
- 1708 Columbia (1984-8)
- 1709 Cyprus (1988-9)
- 1710 Czechoslovakia (1990)
- 1711 Denmark
- 1712 Dubai (United Arab Emirates)
- 1713 Egypt
- 1714 Fiji
- 1715 Finland

- 1716 France
- 1717 Germany, West
- 1718 Ghana
- 1719 Greece
- 1720 Hong Kong (1987-90)
- 1721 Hungary
- 1722 Iceland (1989)
- 1723 India
- 1724 Iran
- 1725 Iraq
- 1726 Ireland (1990)
- 1727 Israel
- 1728 Italy
- 1729 Jamaica
- 1730 Japan
- 1731 Jordan
- 1732 Kenya (1988-9)
- 1733 Korea (1987-90)
- 1734 Kuwait
- 1735 Lebanon
- 1736 Luxembourg (1990)
- 1737 Malaysia
- 1738 Malta
- 1739 Mexico
- 1740 Morocco (1989-90)

- 1741 Netherlands
- 1742 New Zealand
- 1743 Norway
- 1744 Oman (1989-90)
- 1745 Pakistan
- 1746 Philippines
- 1747 Poland
- 1748 Portugal
- 1749 Saudi Arabia
- 1750 Singapore
- 1751 South Africa
- 1752 Spain (1986-90, including Aerpons and Commercial Atheneum SA)
- 1753 Sri Lanka
- 1754 Switzerland
- 1755 Taiwan
- 1756 Thailand (1986-1990, including Rupert Russell Cobb)
- 1757 Turkey
- 1758 United Arab Emirates
- 1759 United States of America
- 1760 West Indies (1989-90)
- 1761 Yugoslavia (1989-90)
- 1762 Miscellaneous other countries, not listed individually above

**Correspondence with publishers and outlets c.1988-1990**

Purchase orders, invoices, bills, agreements; many are faxes

- 1763 Al Ahram, Egypt

- 1764 Almaktaba Stores, Jeddah
- 1765 Angus and Robertson, Australia
- 1766 L'Astrolabe, France
- 1777 B I Publications, India
- 1768 Bharat Educational Stores, India
- 1769 British Tourist Authority, 1986-1990
- 1770 Cartographia, Hungary
- 1771 Fr Daeniker & Co, Switzerland
- 1772 Dass Media, India
- 1773 Editions du Buot, France
- 1774 Edizione Del Riccio, Italy
- 1775 Esselte Map Service AB, Sweden
- 1776 Far East Publications, Thailand
- 1777 Feroz Sons Ltd, Pakistan
- 1778 Fitzhenry and Whiteside, Canada
- 1779 Ganges Book Flow, India
- 1780 Geocart, Belgium
- 1781 Geocenter GMBH, West Germany
- 1782 Hammond Inc, USA (1990)
- 1783 Harper and Row, USA
- 1784 Hildebrand, Karto + Grafik, Germany
- 1785 Infomind Company Ltd, Hong Kong
- 1786 International Publications Agencies, Saudi Arabia (1989)
- 1787 Kuwait Bookshops Co Ltd, Kuwait
- 1788 Lantmateriet Kartbutiken, Sweden

- 1789 Lehnert and Landrock, Egypt
- 1790 Map Marketing Ltd, UK
- 1791 Maruzen Company Ltd, Japan and London
- 1792 National Board of Survey Map Centre, Finland
- 1793 National Book Store, Philippines
- 1794 National Press Distributors, Greece
- 1795 Net Turistik Yay, Turkey
- 1796 News International, UK
- 1797 Nilson and Lamb, Netherlands
- 1798 Random House, USA; RV Reise und Verkehrsverlag, West Germany; Saudi Publishing and Distribution House, Saudi Arabia
- 1799 Scandvik Books, Denmark
- 1800 STP Distributors SDN BHD, Singapore
- 1801 Struik Book Distributors, South Africa; Teikoko Shoin, Japan
- 1802 TBI Publishers, India; UBS Publishers Distributors, India
- 1803 Viking Publishers, USA (1988-91); Westland Sundries Ltd, Kenya

### **HarperCollins correspondence files, 1989-91**

Correspondence with Collins/HarperCollins agents: mainly purchase orders, claims etc. Possibly specifically the files of the office of the Export Manager; for related papers see 1820-32.

- 1804 HC Australia
- 1805 HC Australia (1990-91)
- 1806 HC South Africa
- 1807 HC Canada (1989-91)
- 1808 HC Canada (1990)
- 1809 HC New Zealand (1990)

1810 HC Zimbabwe (1990); HC Europe (1990)

1811 HC Glasgow

1812 HC Glasgow (1990)

1813 HC London (1986-90)

1814 HC Announcements and instruction

[1815-1829 unallocated]

## **SALES AND MARKETING**

### **Export Manager (John M. Cullen)'s correspondence and papers, 1983-91**

1820 J.M. Cullen (Export Manager)'s Correspondence, 1983-91

*1821-32 J.M. Cullen (Export Manager)'s Correspondence files*

1821 Clyde Surveys, 1987-90  
Includes minutes of Bartholomew/Clyde joint venture meetings, draft agreement and sales reports

1822 Arab British Chamber of Commerce, 1982-1992

1823 Scottish Development Council, 1989-1991

1824 Scottish Export Office, 1984, 1989-91  
Export newsletters 14-15, 16 and 18 and occasional correspondence and other publications

1825 Scottish Publishers Association, 1991

1826 Export directories and promotional material, 1989-91

1827 Overseas sales figures, reports and related correspondence, 1989-92:  
includes agency lists 1982-91

1828 Advance title information leaflets, 1989-1990

1829 Premium sales conference program and notes, 1989-90

1830 Business accommodation, visa, itineraries, 1989-90

1831 Business travel, 1985-1990

1832 Company car, 1989-90



- 1833 [Sale of publications], 1956-68  
Record of sales, with client name, order number, number of printings, costs, amount charged, royalty, and printing hours, with annual totals. Chronological but with a separate record at the end for sales of particular titles
- 1834 [Sales and stock statistics], c. 1963-84  
See *also* Series 519 (publications sales analysis 1955-58 at end of income tax record)
- 1835 Contract sales, 1978-92 (monthly reports)
- 1836 Digital sales data reports, 1988
- 1837 Price changes, 1978-1991 (correspondence, memoranda, lists)
- 1838 Contract invoices [overdue], 1985-1990
- 1839 BSDS stock lists, order forms and invoices for complimentary copies dispatched, 1989
- 1840 Home sales of maps guides and atlases (copies of returns to the Publishers' Association), 1985-87
- 1841 Customer sales analyses (computer printout): European sales, 1990
- 1842 Exports (Division) reports, forecasts, analyses and price lists, 1988-1992
- 1843 Book Fairs and Exhibitions, 1972-91: including Frankfurt Book fair and London and New York exhibitions 1986-91
- 1844 Trade missions, 1989-90
- 1845 Graphic representation of sales: atlases and world maps, 1950-1969: with summary list of sales 1924-63
- 1846 Graphic representation of sales: half-inch Great Britain map sheets, 1950-1969
- 1847 Graphic representation of sales: half-inch Great Britain, individual sheets, 1962-64?
- 1848 Graphic representation of sales: other maps and atlases, 1950-1969 (with an untitled summary graph for 1944-58)
- 1849 [Notebook recording complimentary copies and marketing samples sent out], 1974-75

**Sales manual and Marketing and advertising proposals and recommendations  
1976-88**

- 1850 [Bartholomew Sales and Distribution Services] *BSDS Sales Manual*, 1988  
Internal manual with useful background on the company sales and mergers that led to the establishment of BSDS
- 1851 *John Bartholomew and Son Ltd.: Map Production Aspects of a Marketing-Oriented Company*, by Drs. E.S. Bos. 1976, with covering letter.
- 1852 Export Marketing Strategy, PA Marketing Consultants Ltd, [1981]
- 1853 National Map Series, advertising recommendations, Mackie Marketing, April 1982
- 1854 Early maps, mail order proposals, Mackie Marketing, April 1982
- 1855 Spring promotion 1983, Mackie Marketing, April 1982
- 1856 The Bartholomew Family Atlas of the World, Mackie Marketing, April 1982
- 1857 Advertising proposals, Charles Barker Scotland Advertising, June 1982
- 1858 Proposals for PR and promotion, Harewood Publicity Services Ltd, undated
- 1859 MCS/Robertson and Scott (introduction to the agency), undated
- 1860 *Salesmen under the microscope*, Institute of Marketing and PA Management Consultants, 1968

## **ADVERTISING AND PUBLICITY**

- 1861 Bookplates, devices and business cards, letter-head stationery, circular letters relating to establishment and change of premises, cards and calendars, c.1870-1985  
Includes business cards and description of services and premises at North Bridge, Brown Square, Park Road and Duncan St., EGI calendar for 1893 and Christmas cards. Also samples of devices of other businesses and organizations, and proof engravings of personal cartes-de-visite for members of the Bartholomew family and a volume of sample [pulls] of Bartholomew covers, letterheads, devices, labels, titles etc. using electrotype process, c.1900-15.  
[there is a second, mounted, copy of the 1893 calendar in SR Map Cabinet 9/6]
- 1862 Bartholomew catalogues and lists, 1892-1990  
Including general and specialised lists (as for tourists and cyclists maps and the ½ " series) and in advertisements (a sequence of covers from *Scottish Geographical Magazine*, Jan.1886-April 1922 and April 1947 forms a supplementary file)
- 1863 Prospectuses, covers, flyers and other publicity for Bartholomew atlases and maps, c.1865-1982

Includes prospectuses for Physical Atlas 1891 [preliminary draft prospectus, proposed to be published under the auspices of the RGS] and 1899, Atlas of Zoogeography 1911 and Atlas of Meteorology 1900; Physical and political school atlas 1891; Survey Atlas of England and Wales 1903-1904, RGS Survey Atlas of the World 1906-07, Survey Atlas of Scotland 1912, Graphic Atlas of the world 1910, Citizen's Atlas of the World 1912 and later editions, International reference Atlas of the World 1914 ('Indispensable during the war'), Imperial map of England and Wales 1": 4 miles, Orographical wall map of Scotland 1": 4 miles, Atlas of the World's Commerce, Handy reference atlas (various editions), Times Survey Atlas of the World 1920, Survey Gazetteer of the British isles 8<sup>th</sup> ed. 193?, British Empire map of the world, and Times Atlas of the World Mid-century edition 1955; various maps for naturalists, tourists, cyclists and motorists from 1892; and Bart digital databases, with description of the creation process. Also for some atlases and maps by John Bartholomew published by others (Map of Germany, 1865, Fullarton's Descriptive Hand atlas [1869], Zell's New Descriptive Hand-atlas of the world [1870], W. and A.K. Johnston's Royal Atlas 1891, Black's New large map of England and Wales and ditto Scotland, and Harmsworth's Atlas), and other publications, as Geikie's *Fragments of earth lore*, 1893. One advertisement on a brown paper bag (Tit Bits road map of England and Scotland).

*Oversize items are held in SR Map Cabinet 9/6*

See related material in 'Posters, series 1867 and 'Geographical prospectuses, British', Series 1875

- 1864 'Prospectuses etc., Bartholomew maps and Atlases', c.1884-95 (bound volume)  
Includes earlier business cards, advertisements and publication lists for John Bartholomew at Chambers St, North Bridge and Brown Square, c.1858-76
- 1865 Bartholomew prospectuses and other advertising, 1913-28 (bound volume)  
Includes circular notices on Bartholomew letterhead regarding the maps and maps issued.
- 1866 Published articles relating to the Bartholomew firm, 1922-78  
*Copies of 'Romance of the Map' 1922 and posters produced for the dedication of the Edinburgh Geographical Institute 1997, are held in SR Map Cabinet 9/7*
- 1867 Posters advertising Bartholomew maps, undated  
Include Readers' Digest Atlas of the World (2), Bartholomew's revised 1/2" contoured maps (2 copies), General map of Scotland, Reduced Survey maps for England, Scotland and Ireland, 1/2" GB and 1/4" Ireland (2 copies, one mounted and varnished), Tourist maps (2 copies, 1 mounted and varnished), varnished hanging advertisements for stationers and newsagents and other series and general advertisements  
*All are oversize items, in SR Map cabinet 9/7*

- 1868 Advertising artwork: sketches, engravings and watercolours, c.1920s-1950s?  
Original designs/artwork for covers, sales lists, titles etc, *some marked up for printing*. Signed artists include C. Kavanagh 1929 and others identified as from the studio of McLagan and Cumming, 1934.  
*Some Oversize items are held in SR Map cabinet 9/7*
- 1869 Advertising artwork: proofs and photographs, c.1920s-1940s? (most undated)  
Proofs and photographs of covers and volumes for publicity; also a series of [staged] photos [intended] to be used in advertising and publicity, c1930s/40s;  
*Some Oversize items are held in SR Map cabinet 9/7*
- 1870 Bartholomew map exhibitions: catalogues (lists of exhibits) and related notes and correspondence, 1977-80.  
List of exhibitions Five Centuries of Map Making, Festival exhibition 1977; Scotland in Maps, 1978; Yesterday's Maps, 1979; Transport, Tourism & Leisure through the Ages, 1980
- 1871 Bartholomew map exhibitions: posters and exhibits [in Map drawers]
- 1872 Map Museum and Front Hall globe display proposals, 1979-80 and 1985-86
- 1873 Publicity films and [radio? television?] programs  
Script of 'John Bartholomew and Son, The name that made the WORLD famous', with related memoranda and production schedule, 1984;  
sequence summary of proposed film on the making of 'The Kingdom of Scots' map (Peter Bartholomew with Don Pottinger and Ian Moncrieff), undated; 'March of Time' film synopsis

### **Advertising material, prospectuses of other map publishing and printing firms**

Prospectuses, advertisements for and lists and reviews of maps published by others, c.1874-1981.

- 1875 'Geographical prospectuses, British', c.1881-c.1897.  
Bound volume of advertising material of other British publishers, mainly maps and atlases but including map cases and geography teaching material, and an advertisement for John Swain, London, zinco-engraver, electrotype etc., with article on his photo-engraving process, 1888.  
*N.B. Includes a few Bartholomew maps and atlases published by others*
- 1876 'Geographical prospectuses, foreign', c.1880-92.  
Bound volume of prospectuses for maps and atlases [and globes] issued by other firms, mainly German

- 1877 Advertisements, prospectuses, specimen sheets for map series and map index sheets by other publishers, sale notices and share issue prospectuses of printing/publishing works, 1874-c.1981. Mainly British but also German, French and American firms. British firms include E.J. Arnold, Banks and Co., Henry F. Brion (geographic models/relievo maps), Cassell and Company, Fullarton and Co., Harmsworth, W. and A.K. Johnston (including the firm's history 'One hundred years of map-making' [1923] and booklet on their Preservation of Estate plans), Monatgu road maps, c.1907 [with suggestion that existing British road maps for motorists were inadequate], George Philip & Son, Petermann (in London), Ruddiman Johnston, W.H. Smith and Edward Stanford. Also John Arrowsmith auction catalogue, 1874), share issues etc for G.W. Bacon 1890, William Collins, Sons and Co. 1904, W. and A.K. Johnston 1900 (memorandum and Articles of Association), Lett, Son, and Co. 1885 (Particulars and conditions of sale), Philip and Company 1888, James Wyld Ltd.1892, Wyman & Sons1907. Non-British firms include Justus Perthes, Dietrich Romer, L. Friederichsen (*Stiller Ozean atlas*), Sears, Roebuck and Co. Also flyers for Victoria History of the Counties of England 1899, *Yearbook of Australia* 1914, Patrick Geddes *City development* 1904. [Gran Atlas Aguilar 1971 and Touring Club Italiano Atlas 1968 are Oversize items, in SR map drawer 9/8]
- 1878 [Advertisements, prospectuses] 'Foreign specimens', c.1878-1911 Single sheets, atlas sections; flyers and prospectuses, various languages and publishers, *with contemporary ms list*. Items include prospectuses for *Atlas fur Mittel-und-Oberklassen höherer Lehranstalten* [by] R.Lehmann and W. Petzgold, Bielefeld und Leipzig, Verlag von Velhagen and Klasing, 1897 (2 copies); for *Atlas Universel de Géographie* [by] M. Vivien de Saint Martin et Fr. Schrader, Paris, Librairie Hachette, [1912]; for A. *Hartleben's Volks-Atlas* with booksellers label of Otto Schulze and Co., Edinburgh; and for Hachette's/Schrader's *Atlas der géographie moderne*; Mittel-Italien sheet by Kiepert, 1893 from Reimer's atlas; the Pirna section of Königlichen Generalstabes 1878, lith. Giesecke und Deurient, Leipzig; Dresden map sheet, lith. Paul Herrmann for H. Jaenicke, undated. *Oversize portfolio, in SR map drawer 9/8*
- 1879 Ordnance Survey advertisements, publications lists and publications, and reports 1864, 1891-1981, 1995 Including 1892 calendar and mounted copy of poster advertising maps.
- 1880 Album of illustrated commercial advertisements, mainly German, c.1868-93

## **REVIEWS AND NEWSPAPER CUTTINGS, 1862-1992**

### **Reviews of Bartholomew maps and atlases**

See *also* reviews contained within some volumes of Newspaper cuttings

- 1881 'Reviews 1, Bartholomew': album of cuttings of reviews of Bartholomew maps and atlases, 1866-94

Includes some early prospectuses including for Fullarton's descriptive hand-atlas of the world 1869, and a cutting of a letter by John Bartholomew 1859 on Black's Tourist Map of Scotland

- 1882 'Reviews 2, Bartholomew': album of reviews of *Atlas of Scotland* and other Bartholomew publications, 1893-1909
- 1883 'Reviews, General atlases': album of reviews of Bartholomew maps 1906-10, 1915
- 1884 'Reviews, Survey Atlases': album of reviews 1901-17  
Includes single letters of thanks from Sir John S. Keltie, RGS 1904 and Peter Hume Brown 1912
- 1885 Album of reviews and articles on maps and atlas publications by other publishers, 1890-97 (arranged by publisher)
- 1886 Album of reviews and articles on maps and atlas publications by other publishers, 1896-99 (arranged by publisher)

**Newspaper cuttings: articles about the Bartholomew firm and individual members, and relating to maps generally, 1866-1973**

- 1887 Newspaper cuttings, mainly reviews, 1888-1992
- 1888 'Newspaper cuttings "Geological and geographical", John George Bartholomew', 1883 and undated
- 1889 Newspaper cuttings (general) c.1872-92  
Mainly on matters relating to map revision – buildings, dams, railways, bridges, exploration – with a few biographical (William Quarrier, Whitaker Wright)
- 1890 Newspaper cuttings (general), 1903-16
- 1891 Newspaper cuttings of items featuring maps, 1911-1919.  
Pencilled notes suggest these were kept for potential future reference for changes and additions, especially to political boundaries  
*Oversize, in Map Stack cabinets with Bart. Map albums*
- 1892 Album of press cuttings on road alterations, 1936-47
- 1893 Newspaper cuttings (general), 1954-61  
Matters affecting maps (building projects, communications, political and boundary issues), arranged geographically (by continent) and as 'miscellaneous'. Note that these appear to have been taken from [4] original binders and each sequence has its own index.
- 1894 [Newspaper cuttings (general), 1862-1922, 1944

- Folio of newspaper cuttings with articles featuring or relating to war, trade and rebuilding of London; also report on Edinburgh Literary Institute meeting 7 November 1878.  
*Oversize, in SR map drawer 9/8*
- 1895 Newspaper cuttings (loose), c.1879-1964 [but mainly 1909-20]  
On map making, maps off Scotland (with a few reviews of Bartholomew maps) and on individuals, including death of A.K. Johnston 1879, portrait of Geikie 1911, and '50 years service' by Wm James Dickson, 1964.
- 1897 Scrapbook of printed material and newspaper cuttings relating to the Bartholomew firm, c.1960-68: Compiled retrospectively for a celebration or commemoration?
- 1898 Album of cuttings relating to Bartholomew, 1971-73

### Photographs

- 1900 Photographs and sketches of Bartholomew engravers and mapmakers,  
*Comprising:*  
George Bartholomew, undated (small sepia studio portrait; pen and ink drawing by KA)  
John Bartholomew senior, undated (hand-coloured drawing)  
John Bartholomew jun.1888 and undated (four studio photographs, 1888; two drawings by KA, based on a photograph)  
John George Bartholomew 1888  
[In offices of John Bartholomew [Chambers St], by W. Crooke; portrait photograph (two copies), undated but c.1900, from the studio of Elliott and Fry, London; black and white print and colour negative of portrait by E.A. Walton [now in the Scottish National Portrait Gallery] and National Galleries pamphlet 1972 with a reproduction on the cover; drawing by J.F. Horrabin, 1960; ink drawing signed KA; photograph of members of Senatus of Edinburgh University at award of honorary LL.D. to Commander R.E. Peary, U.S. Navy, 24 May 1910 ( JGB in second row)  
John Ian Bartholomew, 1954 and undated (studio portraits 1954, photographs for The Central Office of Information 1950 and in his office for *The Scotsman*, undated; ink sketch by KA 1940  
Peter Bartholomew, undated (1960s?)  
August Petermann, undated, and others, unidentified  
*Some oversize and framed photographs from this series are held in SR Map drawers.*
- 1901 Bartholomew/EGI personnel [in work situation], 1895, 1940, c.1963-80  
Draughtsmen's office, 1895; the Edinburgh Geographical Institute ARP first-aid party, April 1940, Tommy Cameron's retirement M.J. Chittleburgh and others, 1979, M.J. Chittleburgh, 1980, John Cullen, Alec Gilchrist, Ian Jackson and "Holiday in Scotland" competition, Keith Lloyd, before 1979, Margaret McLuckie (sales), J. Palmer's retirement presentation, D. Smith D.A. Ross Stewart at Hestair-Hope exhibition, W. Sunderland, A.

- Wainwright, D.J.Whyman; also Accounts Office, c.1963, Sales force personnel, and Royal visit, 1971 (mainly Princess Anne with various staff)
- 1902 10th annual picnic of EGI employees at Elie, 1899
- 1903 Edinburgh Geographical Institute Golf Club outings, 1933-37.  
Gullane 1933, winners of President's Quaich for 1929-33; West Linton, 1934, 1935 and 1937
- 1904 Bartholomew personnel, 1969-90 (only some identified, many not dated)  
Some formal portraits of individuals but mainly informal at Company functions.
- 1905 Publicity events (Milk Race Bartholomew trophy, displays, competitions, launches), c.1970s (most undated)
- 1906 Dutch edition of The times Atlas launch (album)

### **Bartholomew Library**

- 1910 Catalogue cards: maps, periodicals and articles in Bartholomew Library  
Four-drawer cabinet with 4 sequences of cards, each alphabetical: maps c.1901-59, with title, scale and date; periodicals and books, 19<sup>th</sup> century-1959; articles (under keyword); name list (author, place, publisher) with the relevant atlas or cross-reference. The subject sequence has 7 cards for Bartholomew listing atlas publications and proof copies for 1851-1933.
- 1911 Catalogue cards: maps in magazines in Bartholomew Library  
Two-drawer cabinet with a single alphabetical sequence, entries dated c.1916-63
- 1912 [List of maps in Bartholomew Library] [compiled c.1911-34]  
Initial listings of maps, arranged geographically; compilation appears to have begun 1911 [by David Pryde?], map dates span 1890-1925 but most are for 1910-22. The volume also has entries in another hand for c.1933-34, mainly general information related to maps (scripts, alphabets, vocabularies): the index is only to these latter entries.
- 1913 [Bartholomew Library map list]  
List of maps and atlases in the Bartholomew Library, with a guide to correspondence and letters for their physical location. Arranged alphabetically by map title/area, with scale, date and a reference number. Dates span 1926 to 1972 but most 1950s ff.
- 1914 [Bartholomew Library map list]  
Alphabetical list, with number and location. Some with dates received (range from 1929-56)
- 1915 [Bartholomew Library map accession list], 1939-42  
Arranged chronologically, followed by an alphabetical listing by title/area, with map number and location.



- 1916 Recent additions/new accessions to the Library, 1973-87 (gaps)  
Monthly and quarterly lists for January-March 1973, January 1974,  
September 1973-July 1982, December 1983-March 1984, January 1986-  
December 1987  
Compiled from file copies of John C. and Peter Bartholomew.
- 1916a List of early Dutch atlases in the Library, undated [1973?]
- 1917 [Correspondence and memoranda relating to Library staff, funding, fitting  
and furnishing and the arrangement and classifications system], 1971-84
- 1918 Correspondence, memoranda, lists relating to the Library and sale of stock,  
1982-84  
John C. Bartholomew's copies.
- 1919 ISBN lists, 1979-1990 (1 folder and 4 binders)  
Separate volumes for Bartholomew, Geographia and Collins Longman titles

### **Bartholomew and HarperCollins in-house publications, 1971-90**

- 1921 In-house news magazines, 1979-91  
Bartholomew the Big Name in Maps Newsreel vol.3 no.3 Autumn 1971;  
News from Bartholomew nos 1-3, Spring 1979 to New Year 1980; Barts  
News Release, five sheets dated 16 March 1984 and 21 March 1985;  
Bartholomew Newsletter, volume 1, December 1981; Staff Newsletter  
[1987]; Barts Banter [1987]; Barts Banter nos 3-5, 7-9, New Year 1988-  
Spring 1991; Collins Reference and Bartholomew Press Round Up, 1990?  
Bartholomew News and Reviews, 1990?
- 1922 Between the Covers, a Tale of Everyday Folk who Work for HarperCollins  
Publishers UK, 1-4, November 1992-February 1994
- 1923 New Product Bulletin, 31 August 1978 to May 1982
- 1924 British Isles Information Bulletin, March 1976, and nos 1-13, March 1981 to  
July 1984
- 1925 Bartholomews' World Information Bulletin, June-September 1976 and no.  
130-152, February 1979 to November 1984

### **Bartholomew Certificates and Awards**

See *also* Series 20 and 56 for awards to John Bartholomew and John George  
Bartholomew

- 1926 Certificates and awards to John Bartholomew and Co. and John  
Bartholomew and Son, 1904-75  
*Comprising:*

1. Certificate of award of Grand prize at St Louis Exposition 1904 to J. Bartholomew and Co. for 'collection of maps and atlases'
  2. Certificate of appointment of J.G. Bartholomew, trading as John Bartholomew and Co., as Cartographer to His Majesty at Edinburgh, 27 November 1910
- See also* correspondence relating to the appointment, Series 927
3. Exhibitor's medal, British Empire Exhibition, Wembley 1924 (china and bronze, broken.)
  4. Membership certificate from the Federation of British Industries, undated
  5. Certificate from the Lord Chamberlain's Office for John Bartholomew & Son Ltd as a royal warrant holder as a supplier of maps, 21 January 1975
  6. Certificate issued at the Festival Internationale du Livre, Nice, 3 au 8 Mai 1975

**Un-numbered additions:**

Agreements with authors, 1972-80