INVENTORY

Series I. Minutes of the Governing Bodies, 1908-91 (2.4 l.f.)


Box 1
Minutes, 1908-43, May 1946, 1949-1969/70 (10f)

Box 2
Minutes, 1970/71-1976/77 (7f)

Box 3
Minutes, 1977/78-1984/85 (8f)

Box 4
Minutes, 1985/86-1986/87, 1988/89 (10f)

Box 5


Box 1
Minutes, 1875-93, 1898-1909 (4 volumes)

Box 2
Minutes, 1914/15-1958/59 (12f)

Box 3
Minutes, 1959/60-1976/77 (17f)

Box 4
Minutes, 1977/78-1983/84 (12f)

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Subseries 3. Conservatory Board, Minutes of, 1969-90

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Subseries 4. Senior Staff, 1988-91

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Senior Staff, 1988-91 (5f)
Minutes of the Division Director's Meetings


Box 1
Board of Trustees records (supporting material for meetings), 1966-85 (5f)
Reports of the Conservatory to the Board of Trustees (ms. drafts and first copies), April 1976

Series III. Correspondence, 1928-99, n.d. (17.9 l.f.)

Subseries 1. General Correspondence Files, 1928-99 (11.25 l.f.)

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American Association of University Professors--Arnone (12f)
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Bloom--Buildings and Grounds (10f)
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Subseries 1. General Correspondence (cont.)

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Box 10
Fischer--Fusner (12f)

Box 11
Gadel--Gustafson (16f)

Box 12
Haas--Hofman (16f)

Box 13
Hofstetter--Isackes (17f)

Box 14
Jackson--Kettering (14f)

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Keutzer--Levy (18f)

Box 16
Lewis--Marsh (16f)

Box 17
Martin--Montague (14f)

Box 18
Montalvo Assoc.--Musical Digest (12f)

Box 19
Musical glasses--Numanami (14f)

Box 20
Oakland--Phi Beta Kappa (12f)
Series III. Correspondence (cont.)

Subseries 1. General Correspondence (cont.)

Box 21
Phi Mu Alpha--Questionnaire (16f)

Box 22
Raab--Rifkin (10f)

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Rimmer--Schoenbach (12f)

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Box 24a
Solomon--Stevenson, A. (6f)

Box 25
Stevenson, W.--Swift Co. (13f)

Box 26
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Box 26a
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Box 27
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Box 29
Wind ensemble--Zirovich (9f)

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Correspondence of L. Shockley [2002/76] (6f)
Series III. Correspondence (cont.)


Box 1

Box 2
Memoranda, 1985-90

Subseries 3. Student Correspondence, 1928-91

Box 1
Adrian--Brainerd (10f)

Box 2
Branigan--Conducting (6f)

Box 3
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Box 4
Fair--Glasgow (7f)

Box 5
Glastras--Gore (11f)

Box 6
Hendersen--Jevons (10f)

Box 7
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Box 10
Matun--Myers (5f)
Series III. Correspondence (cont.)

Subseries 3. Student Correspondence (cont.)

Box 11
Nadler--Prall (6f)

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Pratt--Rust (8f)

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Box 14
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Box 1
Financial ledgers (5 vols.)
Tuition register, 1876-82
Cash journal, 1883-1900
Account ledgers, 1924-30 (2 vols.)
Cash book, 1930-33
Accounts--old (loose-leaf binders), 1936-42, 1943-48 (2 vols.)

Box 1a
Accounts- old (loose leaf), 1948- 1988 (3f)

Box 1b
Accounts- old (loose leaf), 1988-1991 (1f)

Box 1c
Account books, receipts, bills, account statements, 1952-1993
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Box 2
  Miscellaneous budgetary records
  Memoranda and reports, 1917-18, 1924-25, 1961, 1966-70,
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  Budget sheets (oversize), 1961

Box 4
  Budget requests, 1971/72-1974/75 (11f)
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  Budget advisory committee (memoranda and statistics), 1975-76

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  Development records
  Gift reports, 1960-74 (8f)
  Conservatory Lesson Fees, 1990-91
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  Memoranda, 1978-80 (2f)
  Donor solicitation letters (David Ritchie Robinson Memorial Fund), 1962
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  1962 (2f)
  Gift acknowledgments (general), 1965-79
  Program Costs, 1972-73
  Salary, 1986
  Artist Royalties, 1987
  Acquisition of Rosenbaum collection, 1990
  Opera, account statements and checks, 1943-49, 1960-73
Series V. Admissions, Enrollment, and Degree Program Files, 1957-92, 1999
(1.4 l.f.)


Box 1
Admissions logs, 1965-70 (2f)
Admissions office memoranda, 1975-81

Box 2
Admissions statistics, 1957-61, 1970-72
Annual Report, 1986-87 [1999/113]

Box 3
Interviews and travel reports, 1982 (2f)
Minority recruitment and fellowships, reports on, 1971-81 (2f)
Research reports on admissions, 1973-74, 1981-82 (2f)
Retention, n.d.
Student recruitment, faculty responses to, 1985

Subseries 2. Enrollment and Scheduling Files, 1960-92

Box 1
Enrollment statistics, 1965-74, 1992 (5f)
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Reports from Divisions and Programs, 1991-92
Division Memos, 1998, 1990-91
Division Reports, 1991-92
Series VI. Personnel Records, 1928-93, n.d. (25.9 l.f.)

Subseries 1. Appointment, Salary, and Grievance Files, 1949-93, n.d.

Box 1
Administrative and Professional Staff
   Job descriptions and classification information, 1972-87 (4f)
   Leaves for administrators, 1981
   Personnel resources, n.d.
Conservatory Faculty
   Committee lists, 1969-74
   Criteria for appointment and tenure
      Departmental criteria, 1973-75
      Tenure reports, 1984-86, 1990-93 (3f)
Conservatory Faculty (cont.)
   Evaluation questionnaires
      Faculty evaluation questionnaires, 1971
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   Grievance procedures, 1971, 1973-76, n.d. (3f)
   Grievances, records of  *
      Jackson, Philip, 1973-75  *

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   Mayes, Doris, 1968-78 (23f) *

Box 3
   Salary data, 1949, 1965-77 (15f)

Box 3a
   Salary data, 1977-89 (12f)

Box 4
   Search files
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      Director of Musical Theater, 1967-68

Box 5
   Orchestral conductor (candidate files), 1960-70 (6f)
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Subseries 1. Appointment, Salary, and Grievance Files (cont.)

Box 6
Searches, 1987-89 (2f)
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(Includes temporary positions.)

Subseries 2. Inactive Faculty and Staff Files, 1935-92 *

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Series VI. Personnel Records (cont.)

Subseries 2. Inactive Faculty and Staff Files (cont.)

Box 3
Beaty--Beveridge (14f)

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Bibo--Bresnen (18f)

Box 5
Brevig--Bunger (14f)

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Cummings--Davis (20f)
Series VI. Personnel Records (cont.)

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Davis-Drummond

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Box 11
Gehrkens--Hastings (27f)

Box 12
Hatton--Herforth (10f)

Box 13
Hodam--Janes (29f)

Box 14
Kapuscinski, Richard (4f)

Box 15
Jensen--Knowles (23f)

Box 16
Koberstein--Leggiero (26f)

Box 17
Lenin--Lytle (20f)

Box 18
McCollough--Mauney, D. (21f)

Box 19
Mauney, M.--Minetree (15f)

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Series VI. Personnel Records (cont.)

Subseries 2. Inactive Faculty and Staff Files (cont.) *

Accessions 1990/10 and 1992/20 (cont.)

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Molloy--Moorehead (12f)

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Box 23
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Box 24
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Box 25
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Box 26
Radunsky--Richardson (12f)

Box 27
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Box 28
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Box 30
Smith--Smithers (9f)

Box 31
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Box 32
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Box 33
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Subseries 2. Inactive Faculty and Staff Files (cont.)

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Box 44
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Box 45
Toth--Weiss
Series VI. Personnel Records (cont.)


Box 1
- Recruitment procedures, n.d.
- Recruitment, misc., n.d.

Box 2
- Recruitment files, 1974-87 (17f)

Subseries 4. Topical Files, 1965-90s

Box 1
- Agreements, 1981-83
- Clippings, 1980s-1990s
- Copyright law, 1977-84
- Departmental reorganization, 1988 (2f)
- Division directors, 1989-90
- Early retirement, responses to, 1987-88
- Health benefits, 1986
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Faculty/Staff (A-W and misc. including visiting artists and artist-in-residence), Articles, releases, photos, 1990s-2002 (4 boxes)

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- Adams, John – Chase, Roger

Box 2
- Crawford, Lisa – Jensen, Rachel

Box 3
- Keller, James – Moore, Stephen
Series VI. Personnel Records (cont.)

Subseries 5. Public Relations Files (cont.)

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Pompa, Antonio – Toth, Andor

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Uitti, Francis-Marie – Wolff, Koren (And misc. faculty/artists; 6f)

Series VII. Committee Files, 1912-94 (6.0 l.f.)

Subseries 1. Artist Recitals Committee Files, 1912-93

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Correspondence, 1940, 1942-43, 1946-49, 1953-54 (7f)

Box 2
Correspondence, 1955-67, 1991-92 (9f)

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Correspondence, 1968-84, 1986-91 (7f)
Recital Finances and Ticket Sales, 1928-1972, 1991-92 (3f)

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Artists' contracts, 1912-17, 1921-28, 1950-70 (23f)

Box 5
Artists' contracts, 1970-89 (18f)

Box 5A
Artists’ contracts, 1989-93 (4f)

Box 6
Publicity brochures, 1948-49, 1965-72 (4f)

Box 7
Publicity brochures (by artist)
Ameling--Watts, 1964-71 (10f)
Series VII. Committee Files, 1912-94 (cont.)

Subseries 2. Conservatory Educational Policy Committee Files, 1958-95

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Minutes and memoranda, Evaluation Committee, 1955-56, and Educational Policy Committee, 1956-58 [2000/103]
Minutes and memoranda, 1958-61 (2f)
(Includes confidential 1960 report on Salzburg Program)

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Minutes and memoranda, 1977/78-1983/84 (7f)

Box 5
Minutes and memoranda, 1983/84-1987/88 (5f)

Box 6
Minutes and memoranda, 1988/89, 1991-1993 (9f)

Box 7
Minutes and memoranda, 1992-93 (1f)

Box 8
Minutes and memoranda, 12/93-5/95 (5f)


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Applied Music for College Students committee, 1964-70
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Box 2
Affirmative Action Advisory committee, 1986-87
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Art and Music committee (report), 1960
Audio Services, ad hoc committee on, 1974-76
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Series VII. Committee Files, 1912-94 (cont.)

Subseries 3. Miscellaneous Committees (cont.)

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Audio Visual committee, 1965-71
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Bachelor of Fine Arts Study committee: theater and dance, 1985
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Centennial Program committee, 1965-66
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  (See also Series IX, Subseries 3)
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Series VII. Committee Files, 1912-94 (cont.)

Subseries 4. College-wide Committee Files, 1965-91

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Box 3
North Central Association Steering committee, 1977-78 (3f)
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Winter Term committee: proposals from Con. students, 1968-71, 1982 (10f)

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Subseries 5. Visiting Committee, 1987-89

Box 1
Visiting committee, 1987-89 (4f) (includes 1997/116 and 1999/17)


Box 1
Series VII. Committee Files, 1912-94 (cont.)


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Series VIII. Instructional Divisions and Special Services Files, 1950-97, 2007, n.d.
(9.8 l.f.)


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- Electronic music studio, 1967-71
- Organ department, 1965-84 (3f)
  (See also Series XI, Subseries 2)
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- Vocal department, 1963-83
- Wind department, 1966-70
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  - Memoranda (inter-office), 1979-80
  - Juries, records of, 1975-76
  - Requests for teachers, 1973-74
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  Studio change requests, 1973-78 (forms filed by instructor) (3f)
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  Faculty schedules, studio change requests, 1973-85 (24f)

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  Faculty schedules, studio change requests, 1982-85 (4f)

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  Individual majors files, 1978-92 (8f)

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  Composition department, 1956, 1973-81
  Ethnomusicology department, 1973-74, 1985
    "Ethnomusicology at Oberlin," (papers by Roderic Knight), 1985
  Eurythmics (candidates for opening), 1974
  Eurythmics, curriculum materials, 1940s-1960s (3f)
  Eurythmics, Dance as a Cultural Heritage, 1983
  Eurythmics, Mexican folk songs, sound recording, 1950
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Box 2

  Music Education department (See below, Subseries 3)
Series VIII. Instructional Divisions and Special Services Files, 1950-93 (cont.)

Subseries 2. Other Instructional Departments, 1955-90 (cont.)

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Box 3
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Box 4
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CONSERVATORY OF MUSIC

Series VIII. Instructional Divisions and Special Services Files, 1950-93 (cont.)
Subseries 3. Music Education Department Files, 1950-94 (cont.)

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Music Education club (minutes, publications, scrapbook), 1958-73:
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Chronological files, 1979-90 (14f)

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Correspondence and memoranda, 1973-79 (6f)
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Program proposals, 1973-75 (2f)
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National Assoc. for Music Therapy, 1981-85
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Box 8
Music Education, surveys of graduates, 1984-89
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Ohio Department of Education Institutional and Audit Report, 1991

Box 9
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419 Reports, 1993
ODE On-Site Evaluation (not in any folder), 1991-92

Box 10
Evaluation and Reports (onsite), continued:
1991 ODE Evaluation, arrangements for visit, 1991
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Series VIII. Instructional Divisions and Special Services Files (cont.)

Subseries 3. Music Education Department Files (cont.)

Box 10 (cont.)
Organization and Structure:
- General Faculty Planning Committee Report, 1991
- Music Education Division Director’s Report, 1991
- Conservatory Educational Policy Committee, minutes – Conservatory Program Review Procedures 1989-91
- Oberlin College, organizational charts, 1991-92

Curriculum and Instruction:
- Curriculum Development: approved program, purposes and objectives, KSAV’s, NSAM handbook, 1991, n.d.
- Course Syllabi: General Ed. – humanities, mathematics, natural science, social science, 1988-90

Box 11
Curriculum and Instruction, continued:
- Class schedules, 1991
- Workshops and clinics, 1991-92
- Advisory Committee, correspondence, 1987-88, 1990
- Technology In Coursework, n.d

Faculty:
- Faculty vitae, 1991, n.d.

Students:
- Student advising, 1989-92, n.d.
- Report of graduates, 1990
- Student assessment, 1990-91, n.d.

Clinical and Field-Based Experiences:
- Plan For Clinical and Field-Based Experiences in Music Education:
  - Summary of CFBE’s Prior to Student Teaching, n.d.
  - Cooperation Teacher credentials, procedures, school agreements, Correspondence, samples, 1991, n.d. (2f)
- Field-Based Settings: lists, demographic information, 1989-91, n.d.
Series VIII. Instructional Divisions and Special Services Files (cont.)

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- Clinical Experiences (All are conducted within the context of Music Education coursework), n.d.
- Documentation and assessment of CFBE’s, 1990, n.d.
- Field-Based experience, syllabi, n.d.
- Correspondence (samples), 1989-91, n.d.

Support:
- Computers and computing, c. 1991-92
- Music Education, equipment inventory, 1991

Box 12

Master of Music Education, examinations (sample), 1993-96 Restricted


Box 1

Audio Center files, 1964-66, 1970-82 (9f)

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Audio Center files, 1983-90 (2f)

Box 3

Conservatory Library
- Consultants' report, 1973
  - Building program, 1958-59
  - Correspondence and memoranda, 1959-81, 1986-88 (7f)

Box 4

Miscellaneous files, 1959-73 (2f)
CONSERVATORY OF MUSIC

Series IX. Special Program Files, 1937-96, n.d. (17.2 l.f.)


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  Correspondence, 1986-90, n.d.
    General correspondence and memoranda, 1986-90 (4f)
    ASYO correspondence- Karen Wolff, 1990-93
    ASYO correspondence- Holbrook (2f)
    National Council of the A.S.Y.O., 1989-90
    Negotiations with the Soviets, 1987-90, n.d. (2f)

Box 2
  Negotiations with the Soviets (cont.), 1987-90, n.d. (2f)
  Facsimile and telex communications, 1987-90
  Minutes of staff meetings (Oberlin), 1989-90
  Minutes of staff meetings (Moscow), 1989
  Notes, 1989
  Reports
    Final report, 1988

Box 3
  Status reports by E. Holbrook, 1987-90 (3f)
  Status reports by S. Hayward, 1989
  Contracts (personnel), 1989-90 (15f)

Box 4
  Contracts (personnel, cont.), 1989-90 (7f)
  Financial records
    Accounts, descriptive chart of, n.d.
    Budget summaries, proposals, and worksheets, 1989-90 (6f)
    Budget, 1990
    Income, records of, 1988-90 (5f)

Box 5
  Expenditures, records of, 1988-90
    Advertising--Merchandise (22f)

Box 6
  Miscellaneous bills--Postage (11f)

Box 7
  Press conferences--Transportation (17f)
Series IX. Special Program Files (cont.)

Subseries 1. American Soviet Youth Orchestra Files (cont.)

Box 8
Travel--Outstanding invoices (4f)

Box 9
Staff salary and reimbursement records, 1989-90
Delewski--Huff (5f)

Box 10
Staff salary and reimbursements records, 1989-90
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Box 11
Financial Records (cont.)
Staff salary and reimbursement records, 1989-90
Schwendener--Zager (8f)

Box 12
Salary advances, per diems, and fees, 1990 (19f)

Box 13
Fundraising records
Correspondence, 1988-89 (4f)
Corporate sponsors lists, 1990 (2f)
Letters of solicitation, 1989-90 (4f)
Packet for donors, 1990

Box 14
Donations returned, 1989
Funding rejections, 1989 (2f)
Fundraising status reports, 1989-91 (2f)
Gift acknowledgments, 1989-90 (2f)
Gift deposits, 1990-91
Gift lists, 1990-91
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Grants, 1988-89 (2f)
Pledge statements, 1989-90
Series IX. Special Program Files (cont.)

Subseries 1. American Soviet Youth Orchestra Files (cont.)

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Publicity files
- Concert programs, 1988, 1990
- Ohio press coverage, 1989-90
- Magazine coverage, 1988-90
- Newspaper clippings (photocopies), 1988, 1990
- Oberlin College (Office of Communications) clippings files, 1990 (2f)

Box 16

- Press releases, 1988-90 (2f)
- Public relations firm, Agnes Bruneau Assoc. (memoranda, facsimile documents), 1989-90 (2f)
- Public relations (miscellaneous correspondence.), 1988-90

Box 17

Student recruitment files
- Applicant correspondence (incoming), 1988-90 (6f)
- Audition publicity, 1988-90 (3f)
- Audition procedures, 1988-89 (11f)

Box 18

Student recruitment files (cont.)
- Semi-finalist list, 1989
- Finalists and staff, 1990
- Acceptance packets, 1988, 1990

Box 19

Tour records
- Orientation materials, 1989-90 (2f)
- Tour itineraries, schedules, and packets, 1988-90 (3f)
- Maps of venue cities, n.d.
- Rosters of performers
  - Russian performers (in Russian), 1988
  - American performers, 1990
  - A.S.Y.O. tour data (print-out), 1988
Series IX. Special Program Files (cont.)

Subseries 1. American Soviet Youth Orchestra Files (cont.)

Box 20
Tour records (cont.)
  Oberlin Concert arrangements, 1988, 1990 (13f)

Box 21
Tour records (cont.)
  Cargo transport documents, 1988-90 (8f)
  Concert repertoire (music scores and memoranda), 1990, n.d. (2f)
  Student (American and Russian) evaluations of the tour, 1988 (2f)


Box 1
Chronological files, 1972-85, 1989 (14f)

Subseries 3. Contemporary Music Festival Files of Walter Aschaffenberg, 1950-70

Box 1
Correspondence, 1950-62 (10f)

Box 2
Correspondence, 1963-71 (7f)
  Letters from music critics, 1963
  Minutes: See Series VII, Subseries 3
  Publicity brochures, 1951-70

Subseries 4. Salzburg Program Files, 1957-64

Box 1
Correspondence (alphabetically arranged)
  Deahl, Robert (Director of the Salzburg Division), 1959-64 (6f)
  Miller, Emmy K. (Asst. Director, Salzburg Program), 1959-62
Series IX. Special Program Files (cont.)

Subseries 4. Salzburg Program Files (cont.)

Box 2
Correspondence (alphabetically arranged)
- Preussner, Eberhard (Mozarteum President), 1961-64
- Rieger, John (American consulate, Salzburg), corresp., 1957
- Rogers, James (U.S.I.S., Salzburg), 1957, 1960
- Schlag, Wilhelm (Director, Austrian Institute), 1957-63
- Steg, Paul (Asst. Director)
  - Correspondence, 1959
  - Journal, 1958, Sep 23-Oct 31
  - Reports and letters, 1958-60 (2f)

Box 3
Correspondence (chronologically arranged) of the Program Directors in Salzburg, 1958-59 (11f)

Box 4
Correspondence, 1959-60 (17f)

Box 5
Correspondence, 1960-61 (22f)

Box 6
Correspondence, 1961-62 (24f)

Box 7
Correspondence, 1962-63 (23f)

Box 8
Correspondence, 1963-64 (23f)

Box 9
General Files
- Accounts, 1961/62-1962/63 (2f)
- Allen Travel Service, 1957-64 (2f)
- Amerika Haus Library, Salzburg (list of holdings), n.d.
- Applications for exemption from Salzburg Plan, 1961-62 (2f)
- Austrian Visa Applications, 1958
- Banking Services (Salzburg), 1958-59
- Buchman, Renata (U.S.I.S. Salzburg), 1957
- Bulletins (informational), 1958-59 (2 vols.)
Series IX. Special Program Files (cont.)

Subseries 4. Salzburg Program Files (cont.)

Box 10
Draft Board instructions, 1961-63
Financial and equipment matters (correspondence), 1957-61
Frohnburg, Kaserhof, Steinlechner room plans, n.d.
Fulbright Commission (Austria), instructions, 1958
Graduate applications (statements of purpose), 1961-62
Handbooks for students, 1959-1962/63 (5f)
Health insurance information, 1958-62

Box 11
Hospital information, 1961
Institute for International Education (corresp.), 1957
Mattos, Edward (Assoc. Prof. Pianoforte, Oberlin), addresses to
   Salzburg class of 1963
Mozarteum
   Catalogs, 1954/55-1962/63
   Contracts with Oberlin College, 1958-63
   Faculty evaluations, ca. 1960
Oberlin-Salzburg proposal and reports, 1956-57, 1959
"Oberlin on Wheels," travel notes for students, 1963
Orientation information and brochures, ca. 1958-63 (4f)

Box 12
Programs (concerts in Salzburg), 1958/59-1961/62 (7f)

Box 13
Programs (concerts in Salzburg), 1962/63-1963/64 (2f)
Programs (aboard ship), 1959-63
Progress Report, 1960
Proposals for 5-year course of study, ca. 1959
Publicity, news releases, advertising, 1957-59 (2f)
Questionnaires
   Conservatory Faculty, ca. 1959
   Parent questionnaires, 1957-63
   Salzburg student questionnaires and evaluations, 1961-62 (2f)
Series IX. Special Program Files (cont.)

Subseries 4. Salzburg Program Files (cont.)

Box 14
Requests for Salzburg exemption, 1962-63
Student Assistantship applications, 1963-64
Student papers, 1961
Student rosters, 1960/61, 1961/62
Travel agencies (corresp.), 1957-58
Travel (European) information, 1957
Tuition payment plans, 1958-62

Box 15 (oversize)
Oversize Materials
Scrapbook (disbound), 1958-60

Goodrich Room Case 2, Drawer 6
"Salzburg: 12 Lithographien" (portfolio of loose lithographs of Salzburg, by Rudolf Hradil), 15.25 x 21.5 in., 1959
(For photographs of the Salzburg program, see Series XV)

Box 16
Reunions and donated materials by Salzburg Program participants, 2011

Subseries 5. Various Special Programs, Performances, and Ensembles, 1937-96

Box 1
AT&T Labs and Oberlin College: Internet Music Distribution, 1999-2000
Baroque and Beyond (carriage list), 1982
Alban Berg Festival, 1985
Collegium Musicum, 1972-73, 1980, 1983-87 (2f)
Contemporary Music Festival: See above, Subseries 3

Box 1A
Costa Rica Chamber Choir, 1979
Inter-Arts program, 1971-80 (6f)
CONSERVATORY OF MUSIC

Series IX. Special Program Files (cont.)

Subseries 5. Various Special Programs, Performances, and Ensembles (cont.)

Box 1A (cont.)
Moscow Conservatory in America, 1989

Box 2
Music From Oberlin (Woodwind Quintet Tour), 1981-88
New Directions Concerts, 1979-80
New York Series, 1966-67
Oberlin Black Ensemble, 1973-75
Oberlin College Choir and Oberlin Mozart Orchestra Tour, January 13-
February 7, 1992
Oberlin Musical Union Chorus, Conservatory of Music, 1937-1991
Oberlin Public Schools, 1968-70
Oberlin String Quartet, 1956-60 (2f)

Box 3
Oberlin Summer Youth Orchestra, 1987-88 (17f)
Organ Symposium, 1974, 1980
Rockefeller/Cleveland Orchestra project (contemporary music), 1965-67
Saint Paul's, Norwalk (concert program), 1981
Seventeen Magazine National Concerto Competition, 1983-85, 1992 (2f)
Severance Hall Concert, 1967

Box 4
Special Events (requests for performers), 1974/75-1978/79 (5f)
Summer Music Theater, 1971-73
Summer Organ Institute, 1975-78, 1981, 1983-90 (6f)
Summer Piano Institute, 1984
Summer School, 1951-59 (11f)

Box 5
Summer School, 1960-76 (20f)

Box 6
Suzuki String Program, 1969-70 (3f)
CONSERVATORY OF MUSIC

Series IX. Special Program Files (cont.)
Subseries 5. Various Special Programs, Performances, and Ensembles (cont.)

Box 7
Teachers Performance Institute, 1966--69, 1973 (8f)
A Tribute to Robert Fountain, 1996  (See also series XV, subseries 1, guest artists, Robert Shaw) [Acc. 1997/130]

Box 8
Lost Highway (opera), 2005-07 (7f)

Series X. Student Files, 1956-83 (46.65 l.f.) *


Boxes 1-61
Student Files, A--Z, 1956-74


Record cartons 1-21
Student Files, A--Z, 1970-83


Box 1
Class of 1974, Carter--Williams (12f)

Box 2
Class of 1975, Bradford--Stevenson (29f)

Box 3
Class of 1976, Aaronson--Worley (30f)

Box 4
Class of 1977, Babiak--Waryha (10f)

Box 5
Class of 1978, Fay--West (13f)

Box 6
Class of 1979, Bourque--Wyatt (13f)
CONSERVATORY OF MUSIC

Series X. Student Files, 1956-83 (46.65 l.f.) * (cont.)


Box 7

Class of 1980, Cooper--Seifter (7f)

Series XI. Buildings, Grounds, and Musical Equipment Files, 1904 1928-91, 1997 (7.25 l.f.)

Subseries 1. Buildings and Grounds Files, 1904, 1940-91

Box 1

Architects’ reports and correspondence
Bolt Baranek and Newman, 1958-78 (7f)
Christopher Jaffe, 1968
Collins Gordon Bostwick, Architects, “Jazz Program Expansion Study,” 2005
Dober and Associates, 1972-74
Douglass Orr, 1957

Box 2

Minoru Yamasaki & Associates, 1957-62 (5f)

Case 2, Drawer 2

Gunnar Birkerts and Associates (3 folders):
Conservatory of Music Library Addition
“Existing Library Renovation”, 2/88 (15 pp)
“Existing Library Renovation”, 3/88 (22 bound pages)
1st Floor Plan, 1986

Floor Plan: Existing Library and Addition; Enlarged Partial Plans: Reflected Ceiling Plan; Interior Elevations (2pp): 1987
Floor Plans, 1987
Plot Plan and Other Preliminary Plan, 1987 (29 bound pages)
Plans with Title Sheet, 1987 (32 bound pages)
“Section Looking South”, n.d.
Series XI. Buildings, Grounds, and Musical Equipment Files (cont.)

Subseries 1. Buildings and Grounds Files (cont.)

Case 2, Drawer 4
Architectural Drawings, 1962-1982
Clark and Post
  Conservatory Library Addition
    First Floor Plan, 12/86, 1/87
    “Library Extension and Locker Addition, 1/82,
    (rev. 3/82, 5/82)
    Music Library Expansion, n.d.
    Photocopies of Floor Plans, 1/82 (2pp)
    “Proposed Music Library Expansion”, 3/86 (2pp)
    West Elevation, 5/82
Minoru Yamasaki
  Central Unit, First Floor Plan, 1/62
  Library Plan, n.d.

Case 1, Drawer 22
Architectural drawings, 1958-80
Blunden and Barclay:
  Drawings of Finney Chapel renovation, 1982
Bolt Baranek and Newman:
  Warner Concert hall diagram, n.d.
Clark & Post Architects:
  Alterations to Oberlin
    Cover sheet, 1980
    First and Second floor plans, 1980
    Third floor plan and sections, 1980
    Sections and details, 1980
  Alterations to Organ Loft, Fairchild Chapel, 1980
Flentrop Orgelbouw (See below, Box 3)
Holtkamp Organs: organ plans, 1949
John Brombaugh & Associates:
  Fairchild Chapel Organ, 1980
Minoru Yamasaki & Associates:
  Practice building, First floor plan, 1960
  Practice building, Third floor plan, 1960
  Central Unit, First Floor, 1963
  Teaching unit, First and Second Floor plans, 1963
  Teaching unit, Third floor and roof plans, 1963
Series XI. Buildings, Grounds, and Musical Equipment Files (cont.)

Subseries 1. Buildings and Grounds Files (cont.)

Case 1, Drawer 22 (cont.)

Moller Organ Company: Practice Organs
- Schematic Wind Conductor, 1958
- Organ elevation, 1958
- Flentrop Orgelbouw, 1961

Oberlin College Dept. of Buildings and Grounds:
- Teaching unit, Second floor plan, 1960
- Practice building, First floor plan, ca. 1960
- Practice building, Second floor plan, ca. 1960
- Practice building, Third floor plan, ca. 1960

"Oberlin Conservatory of Music": general plan, n.d.

Yamasaki, Leinweber, & Associates:
- Site plan (reduced), 1958
- Main concert hall (reduced), 1958
- Teaching unit, first, second, third floor plans (reduced), 1958
- Practice unit, first, second, third floor plans (reduced), 1958
- Drawings of various classrooms, n.d.

Box 3 (Oversize)


Box 4

Building audit, 1987
Con library history (1865-1880), n.d.  [1993/068]
Inter-office memoranda, 1950-64, 1968

Box 5

Miscellaneous studies (equipment and building needs), 1940-62, n.d. (7f)

Box 6

Plans for building renovation
- General, 1984
- Bibbins renovation, 1980
- Bibbins Hall North Entry renovation, 1997 [2000/084]
  (See also Case 2, Drawer 15 for drawings)
- Finney Chapel, 1974-88
CONSERVATORY OF MUSIC

Series XI. Buildings, Grounds, and Musical Equipment Files (cont.)

Subseries 1. Buildings and Grounds Files (cont.)

Box 6 (cont.)

   Hall Auditorium renovation, 1991
   Warner Concert Hall, acoustical renovation, 1978-85, n.d. (3f)
   (See also Box 1, above, for acoustical studies)

Box 7

   Gunnar Birkerts and Associates, Inc
   Conservatory of Music Library Addition, n.d.
   Specifications for Oberlin College
      Conservatory Music Library Addition, 1987
   Specifications for Oberlin College
      Conservatory of Music Library Existing Renovations,
      Interior Woodwork, 1988


Box 1

   General Equipment Files, 1979-81
   Harpsichords, 1972-79, n.d.
   Pianos, 1950-51, 1962-73, n.d. (3f)

Box 2

   Pipe Organs, 1928-82, n.d.
   Conservatory Practice organs (Robertson Hall)
      Contracts, reports, and specifications, 1957-61

   Conservatory Studio organs (Bibbins Hall), 1964-65
   Fairchild Chapel organ, 1929, 1931, 1938, 1956, 1963-81 (4f)
   Finney Chapel organ, 1953-58, 1967
   Hall Auditorium organ, 1928, 1931, 1939

Box 3

   Warner Concert Hall organs
   Carnegie Hall Flentrop (re: possible purchase of), 1968-69
   Holtkamp organ (44-stop), 1945, 1948-72 (4f)
   Holtkamp organ (13-stop), 1977-79
   Flentrop organ, 1956-64, 1968-77 (9f) (includes practice organs)
   Dedication, 1904 [1993/068]
Series XI. Buildings, Grounds, and Musical Equipment Files (cont.)

Subseries 2. Musical Equipment Files (cont.)

Box 4
Organ equipment and studies, 1957, 1959-60, 1977-78
Organ and instrument inventories, 1961-74, n.d.
Orgatrons, 1937-38
Regulations on use of instruments, n.d.

Series XII. External Organizations' Files, 1925-89 (2.85 l.f.)

Subseries 1. Grants, Funds, and Fellowship Files, 1925-89

Box 1
Grants, general information on, 1971-74
Grants and funds files, 1925-89
Bezazian--Mellon, 1951-87 (13f)

Box 1a
Dana Foundation Fellowships, 1985-89 (3f)

Box 2
National Endowment for the Arts--Research Status grant, 1925-91 (15f)

Box 3

Box 4
Rockefeller Foundation--Teaching grants, 1958-85 (10f)

Subseries 2. National Music Organizations, 1926-83

Box 1
American Society of Composers, Authors, and Publishers--Seven Springs Group of Music Schools, 1926-83 (14f)
CONSERVATORY OF MUSIC

Series XIII. Institutional Awards and Certificates, 1930, 1964-65, 1968-69 (0.8 l.f.)

Box 1 (Oversize)
Awards and certificates, 1930, 1964-65, 1968-69 (9 items)

(arranged alphabetically by type; miscellaneous programs include concert programs 1841-present)

Subseries 1. Publications and Programs, 1870-1999

Box 1
Conservatory catalogs, 1870-1914 (includes concert programs, beginning 1895)

Box 2
Conservatory catalogs, 1915-1944/45

Box 3
Conservatory catalogs, 1944-71

Box 3A
Catalogs, 1982-92

Box 3B
Publications, Concert Recital Programs, 1921/30-1960/61

Box 4
Concert program booklets (student recitals), 1902-69

Box 4A
Concert program booklets (student recitals), 1970-94

Box 4B
Concert and recital programs by category
Artist Recital Series, 1885-2008
Chronological Index to performances, n.d.
Name Index to performers (with month, day, and year of performance), 1896-1988
Subject Index to performers (pianists, singers, violinists), n.d. [1993/068]
CONSERVATORY OF MUSIC

Series XIV. Conservatory Publications/News Releases (cont.)

Subseries 1. Publications and Programs (cont.)

Box 5
Concert and recital programs by category
Artist Recital Series, 1885-2008
Programs, December 1885-March 1929 (10f)

Box 6
Programs, October 1929-April 1954 (8f)

Box 6a
Programs, October 1955-April 1960 (2f)
Programs (signed), Ruth Draper, 1941 (9) [1993/068]
Programs (signed), Vladimir Horowitz, 1942 (7) [1993/068]
Programs, 1996-97 2001-04; 2006-08
Releases/Flyers, 2002-
Yearly event announcements, 1960s- [1993/068 + additions]

Box 6b
Artist Recital Series, 2008-
Programs, 2008/09; 2009/10

Box 7
Commencement recitals, 1870-1960 (3f)
Conservatory orchestra, 1883-1959
Conservatory players, 1930-39
Dalcroze Eurythmics, 1929-41
Concert and recital programs
Festival of Contemporary American Music, 1951-60
(See Series X, Subseries 3)
Freshman Week Orientation, 1929-52
Music Education Commencement Programs, 1922-55
Oberlin A Cappella Choir, 1931-52 [2001/94]
Oberlin Opera Theater (see below, Box 8)
Pi Kappa Lambda concerts, 1945-50
(for minutes of Pi Kappa Lambda meetings and membership information, See Record Group 19)

Box 8
Oberlin Opera Theater, 1952-69, 2010-12, n.d. (6f)
CONSERVATORY OF MUSIC

Series XIV. Conservatory Publications/News Releases (cont.)

Subseries 1. Publications and Programs (cont.)

Box 9  Miscellaneous programs, 1841-67, 1870-99, n.d. (15f)

Box 10  Miscellaneous programs, 1900-22 (12f)

Box 11  Miscellaneous programs, 1923-31 (9f)

Box 12  Miscellaneous programs, 1932-39 (10f)

Box 13  Miscellaneous programs, 1940-44 (9f)

Box 14  Miscellaneous programs, 1945-49 (8f)

Box 15  Miscellaneous programs, 1949-52 (6f)

Box 16  Miscellaneous programs, 1952-55 (7f)

Box 17  Miscellaneous programs, 1956-58 (6f)

Box 18  Miscellaneous programs, 1959-62 (7f)

Box 19  Miscellaneous programs, 1962-66 (9f)

Box 20  Miscellaneous programs, 1967-69 (6f)

Box 21  Miscellaneous programs, 1970-June 1972 (5f)
Series XIV. Conservatory Publications/News Releases (cont.)

Subseries 1. Publications and Programs (cont.)

Box 22
Miscellaneous programs, July 1972-April 1974 (8f)

Box 23
Miscellaneous programs, May 1974-Dec. 1975 (10f)

Box 24
Miscellaneous programs, Jan. 1976-April 1977 (11f)

Box 25
Miscellaneous programs, May 1977-Oct. 1978 (12f)

Box 26
Miscellaneous programs, Nov. 1978-Dec. 1979 (9f)

Box 27
Miscellaneous programs, Jan. 1980-Nov. 1981 (12f)

Box 28
Miscellaneous programs, Dec. 1981-Dec. 1983 (9f)

Box 29
Miscellaneous programs, Jan. 1984-Dec. 1985 (3f)

Box 30
Miscellaneous programs, Jan. 1986-May 1988 (5f)

Box 31
Miscellaneous programs, Jan. 1988-May 1990 (6f)

Box 32
Miscellaneous programs, June 1990-Dec. 1991 (4f)

Box 33
Miscellaneous programs, Jan. 1992-May 1993 (7f)

Box 34
Miscellaneous programs, June 1993- May 1995 (4f)
CONSERVATORY OF MUSIC

Series XIV. Conservatory Publications/News Releases (cont.)

Subseries 1. Publications and Programs (cont.)

Box 35
Misellaneous publications (arr. by title)
Calendar of Music Events, 1950-1959/60
"Conservatory News" (incomplete run), 1935-37, 1981-87,
1989-Spring 2001 (4P)
“Oberlin Conservatory,” 2001-
Repertoire lists, 1952/53-1955/56

Box 36
Miscellaneous publications (chronologically arranged) 1884-1959,
n.d. (7f)

Box 37
Miscellaneous publications (chronologically arranged) 1960-93 (7f)

Box 38
Miscellaneous programs (chronologically arranged)
June 1995-May 1996, Spring 1997 (3f)

Box 39
Miscellaneous publications (chronologically arranged)
June 1996-March 1997 (4f)
*For videotape of Robert Fountain concert see accession 1997/019

Box 40
Miscellaneous programs, April 1997- December 1997

Box 41
Miscellaneous programs, January 1998 - December 1998

Box 42
Miscellaneous programs, January 1999 – May 1999 [1999/057]

Box 43
Miscellaneous programs, June 1999 - December 1999 [2000/001]
Miscellaneous programs, January 2000 - May 2000 [2001/047]

Box 44
Miscellaneous programs, June 2000 - December 2000 [2001/002]
Miscellaneous programs, January 2001 - May 2001 [2001/064]
Orchestra, 2000
Series XIV. Conservatory Publications/News Releases (cont.)

Subseries 1. Publications and Programs (cont.)

Box 45  
Concert and recital programs, June 2001 - Dec 2001 [2002/005]  
Concert and recital programs, January 2002 - May 2002 [2002/103]

Box 46  

Box 47  
Programs, June 2002 – May 2003

Box 48  
Programs, August 2003 – May 2004

Box 49  
Programs, August 2004 – May 2005

Box 50  
Programs, August 2005 – May 2006

Box 51  
Programs, June 2007 – March 2007

Box 52  
Programs, April 2007 – December 2007

Box 53  
Programs, January 2008 – May 2008

Box 54  
Programs, June 2008 – April 2009

Box 55  
Programs, May 2009 – December 2009

Box 56  
Programs, January – June 2010

Box 57  
Programs, June – December 2010
Series XIV. Conservatory Publications/News Releases (cont.)

Subseries 1. Publications and Programs (cont.)

Box 58
Programs, June 25, 2010 – March 2011

Box 59
Programs, April – December 2011

Subseries 2. News Releases and Clippings, 1976-

Box 1
News releases, February 1987 - November 1989

Box 2
Admissions booklet/newsletter, 1999 - see Series V, subseries 1
Advertising, 1989-91

Box 3
Clippings, 1976-95 (7f)

Box 4
Clippings, January-July 1999 [2002/76] (7f)

Box 5
Clippings, 1998-2000 (7f)

Box 6
Clippings, 2000-2003, n.d. (6f)

Box 7
Oberlin Online Articles, 1998, 2000

Box 8
News Releases and Clippings, 1998-2003, 2007 (7f)

Box 9
Press Releases, 2001-2004 (2f)

Box 10
News Releases and Clippings, 1999-2005 (5f)
Series XIV. Conservatory Publications/News Releases  (cont.)

Subseries 2. News Releases and Clippings, 1976- (cont.)

Box 11
   Clippings and Online Articles, 1999-2003 (3f)


Box 1
   Oberlin Orchestra China Tour, 2006

Series XV. Photographs, Slides, and Postcards, c. 1870-present (8.20 l.f.)

Subseries 1. Artist & Program Files, 1930s-present

Box 1
   Conservatory Faculty, 1930s-present (4f)

Box 1A
   Need to be filed with individual faculty folders

Box 2
   Conservatory Students, 1960s-1980s, n.d. (3f)
   Practice, 1968-80s
   Student Teaching
   African American Student Life

Box 3
   Conservatory Festivals & Institutes, 1947-65 (6f)

Box 4
   Guest Artists/Groups, 1930s-1980s: Addison -- Lympancy (16f)

Box 5
   Guest Artists/Groups, 1930s-1980s: Ma -- Zukofsky (18f)

Box 5a
   Unidentified guest artists

Box 6
   Oberlin College Choir, 1951-76 (10f)
Series XV. Photographs, Slides, and Postcards (cont.)

Subseries 1. Artist & Program Files (cont.)

Box 6A
Oberlin College Choir, 1985

Box 7
Oberlin College Choir Soviet Union Tour, 1964 (4f)
Digital surrogates of photographs by Barbara Dee Silva of the Soviet Union Tour, 1964 [2013/063]

Box 8
Oberlin College Ensembles, Groups, & Quartets (11f)

Box 8A
Oberlin College Ensembles, Groups & Quartets, 1984, 1986

Box 9
Music Education at Oberlin, 1957-58 (2f)

Box 10
Oberlin College Musical Union

Box 11

Box 11A
Oberlin College Opera (prints, negatives and contact sheets), 1994, 1996-99 (9f)

Box 12
Oberlin College Orchestra, 1930s-88 (6f)

Box 13
Salzburg Program
Slides, "A Walk Through Salzburg," 1962 (80 color slides)
Slides, "Salzburg," 1962, photographed by Bob Williams (80 black & white slides with item listing enclosed)
Slides (80 color 35mm) taken in Salzburg by Bob Williams, June 1962
Salzburg Class pictures, 1958-60
CONSERVATORY OF MUSIC

Series XV. Photographs, Slides, and Postcards (cont.)

Subseries 1. Artist & Program Files (cont.)

Box 13 (cont.)
  Salzburg Program (cont.)
  Miscellaneous photographs (loose), 1958-61, n.d. (5f)
  List of captions for photographs numbered 1-33, n.d.
  Photographic materials donated by individuals, 1961
  Postcards, 1959-60, 1962 (2f)

Box 14
  Miscellaneous photographs (loose), 1962 (5f)

Box 15
  Miscellaneous photographs (mounted), 1958-62 (5f)
  Photographs (received in 1977), 1958-62 (4f)
  Group portraits on board ship, 1958-63

Box 16
  Conservatory Miscellaneous Photographs (4f)

Box 16A
  Miscellaneous

Box 17
  King’s Noyse: master class, performances, 1 October 1998
  East Cleveland firefighter (prints and negatives), ca. 1999 (2f)
  Northern Ohio Youth Orchestra (prints and negatives), ca. 2000 (2f)
  Winter Term in Panama (prints, negatives, 1 slide), 2000-2001 (5f)
  Aspen Music Festival (prints and negatives), summer 2002 (2f)

Box 18
  Oberlin College Orchestra conducted by John Williams, J. Paul Getty
  Museum, 1999-2001 (5f)


Box 1
  Kulus Hall -- Mastick Memorial Plaque (7f)

Box 2
  Warner Concert Hall -- Conservatory Centennial, 1960-67 (11f)
Series XV. Photographs, Slides, and Postcards (cont.)


Box 3 (Oversize)
Conservatory ensembles, buildings, and grounds, ca. 1950-65 (7 items)
Scrapbook (disbound) on Conservatory buildings, 1955

Subseries 3. Conservatory Library Slides, 1977-82

Box 1
Slides, 1977-92


Box 1
Lincoln Center event, 23 February 2006 (CD-ROM and Archives Digital Workstation) [2011/093]

Series XVI. Recordings and CD-ROMS, [1960], [1972], 1979, 1984 (4 items, 0.2 l.f.)

Box 1
Hill, Robert, "The Bentside Spinet" (A & R Records, Dallas), 1979 (promotional LP)
"The Oberlin Experience," 1960? (45 rpm single features performances by the Oberlin Orchestra, Opera Laboratory, Wind Ensemble, and College Choir) [1993/066]
Schuller, Gunther and Boe, David, Cassette recording of 1984 conversation on long-range planning for the Conservatory of Music (See also Series VII, Subseries 3)
(Tape recordings of Conservatory faculty, student, and special performances are maintained by Conservatory Audio Services.)
The Center City Brass Quintet “On the Town” [2002/76]

Series XVII. Scrapbooks, c. 1870s-1890s, 1941-90s, n.d. (3.4 l.f.)

Box 1
Loose items, n.d. (6f)
Series XVII. Scrapbooks, c. 1870s-1890s, 1941-90s, n.d. (cont.)

Box 2

Box 3
Loose clippings, 1960s-1990s (8f)
Tickets, 1953-54

Box 4 (2004/012)
Scrapbooks, c. 1870s-1890s (2 vols.)
Letter Press Copy Book, September 1890s – August 30, 1901

Series XVIII. Historical File, n.d. (0.4 l.f.)

Box 1
Historical Sketch of the Double Degree, n.d.