

Dept. of Drawings & Archives  
Avery Architectural and Fine Arts Library  
Columbia University, New York City

**Stanford White Letterpress Books  
Index to Outgoing Correspondence  
June 25, 1887 - January 2, 1907**

In tribute to  
Betsey Cushing Whitney (1908-1998)  
whose dedication and generosity achieved the restoration of  
Stanford White's work at Greenwood Plantation at Thomasville, Georgia,  
and the Venetian Room at 972 Fifth Avenue, New York City

John G. Waite Associates, Architects  
Mount Ida Press  
Clay S. Palazzo, Dede Nash, Diana S. Waite, John G. Waite  
Albany, New York

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## *Introduction*

The Stanford White correspondence files were donated by the White family to the Avery Library in 1981. There are 35 letterpress books of outgoing correspondence indexed alphabetically by recipient and 50 boxes of incoming correspondence filed alphabetically by recipient as well. There are 2 additional letterpress books: one undated, and one dealing exclusively with the Boston Public Library.

This collection immediately became one of the most frequently consulted collection in the Department of Drawings and Archives. It has been used for numerous publications, exhibitions, restorations, and renovations. Its size and complexity made the letters a rich treasure trove, but one that was cumbersome to use.

In the spring of 1998, Diana Waite asked if the library could think of a suitable project that could be funded in memory of Betsy Cushing Whitney. Given the critical role that these correspondence files played in Waite Associates' reconstruction of White's famous Venetian Room in the Whitney Mansion on Fifth Avenue and the restoration of his Greenwood Plantation at Thomasville, Georgia, an index to the letterpress books seemed like a fitting tribute to Mrs. Whitney's own role in the rebirth of those historic and aesthetic treasures.

The library gratefully acknowledges the contribution of John and Diana Waite, Clay S. Palazzo, and Dede Nash in Mrs. Whitney's memory, without which this index would not have possible.

*Notes to the User: Correcting and Editing of Outgoing Correspondence*

Entries were transcribed from indexes of individual volumes, one volume at a time. Names that appear in many volumes were thus entered at different times, not allowing for cross-checking of spelling and form at the time of entry. Obvious misspellings have been corrected. In checking the original letters, it became clear very quickly that White's office staff frequently misspelled names or used a variety of forms. Rather than aiming for total consistency, names have been edited to eliminate inconsistencies of form that result in the computer not sorting the names together. Thus, there may be some names correctly transcribed, but are nonetheless incorrect, e.g. MacDonald and McDonald. Inconsistencies in the form of a name, e.g. Jas. Breese or James Breese, were not always eliminated, as the names still file together in the index. Authority work to determine the standard form of the name was done only when there was an unresolvable conflict in the name that could not be decided by consulting the original letters.

Page numbers have not been checked for accuracy, but are assumed to be correctly transcribed first to the letterpress index and secondly to this overall index.

Names were entered according to the following instructions:

1. Last name in first column, first name in second column, as written, preserving abbreviations.
2. Company names are indicated by proper name followed by company. For instance, Brooks Brothers is listed just under the last name. A company such as John Smith & Co. is listed as Smith & Co. (under last name), John (under first name).

The rationale for this is that while the first names may change, Smith will not, and thus variations of the company name will all file under Smith together. Also, the original index to the letters puts the letter under S.

3. The transcriber was instructed to look up the letter itself only when s/he could not read the handwriting. Therefore, many of the names are input from the index without reference to the actual letter. Thus, if the name made sense as perceived, it was input as such.

If there are errors of name or page numbers, please inform the staff of the Dept. of Drawings & Archives by email at [avery-drawings@libraries.cul.columbia.edu](mailto:avery-drawings@libraries.cul.columbia.edu).

## INDEX TO OUTGOING CORRESPONDENCE IN 35 LETTERPRESS VOLUMES

Download the excel spreadsheet here:

[http://www.columbia.edu/cu/lweb/img/assets/8897/white\\_letterpress\\_index.xls](http://www.columbia.edu/cu/lweb/img/assets/8897/white_letterpress_index.xls)