

UNIVERSITY MUSEUM OF NATURAL HISTORY

MU 3 CORRESPONDENCE AND OTHER PAPERS

The records in this section have been arranged as follows:

MU 3/1-16	General correspondence and other papers
MU 3/17-22	Finance and grants
MU 3/23-38	Collections and donations
MU 3/39-52	Teaching and research
MU 3/53-5	Conferences held at the Museum
MU 3/56-67	Staff
MU 3/68-78	Fire prevention
MU 3/79-98	Services and suppliers
MU 3/99-113	Buildings and grounds of the Science Area

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MU 3/1-16: General correspondence and other papers

MU 3/1 Contents lists for correspondence and other papers, c1867-1920, arranged by Alfred Robinson, general assistant at the Museum, into compartments and envelopes. List compiled 1919

This list was annotated c1978 with the previous UM reference codes, which can be found on the concordance created in 2007.

MU 3/2 Lists of Museum correspondence, in chronological order, arranged by year. 1902-16

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MU 3/3/1-51

Letters received by the Secretary's office, 1825-75 and 1876-83 arranged alphabetically by name of author, from 1884 to 1932 arranged by year and then alphabetically by name of author, with a list of contents for each year. 1825-1932

1. 1825-75**	18. 1899	35. 1916
2. 1876-83	19. 1900	36. 1917
3. 1884	20. 1901	37. 1918
4. 1885	21. 1902	38. 1919
5. 1886	22. 1903	39. 1920
6. 1887	23. 1904	40. 1921
7. 1888	24. 1905	41. 1922
8. 1889	25. 1906	42. 1923
9. 1890	26. 1907	43. 1924
10. 1891	27. 1908	44. 1925
11. 1892	28. 1909	45. 1926
12. 1893	29. 1910	46. 1927
13. 1894	30. 1911	47. 1928
14. 1895	31. 1912*	48. 1929
15. 1896	32. 1913	49. 1930
16. 1897	33. 1914	50. 1931
17. 1898	34. 1915	51. 1932

*MU 3/3/31 also contains 'notes accompanying cheque or PO in payment of a bill' which were returned to the Museum on receipt of payment. For similar documents from 1910-11 see MU 3/5 and from 1913 onwards see MU 3/4/1-31

**This item contains all letters received by the Secretary's office prior to 1875, including some relating to collections written before the Museum was established in 1855.

The contents lists should be used carefully as they are not complete and mistakes have been made with spelling. Double-barrelled surnames, company names and job titles have also been used inconsistently.

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MU 3/4/1-31 Copies of letters sent by the Secretary's office, from 1902 to 1926 arranged in chronological order with a list of contents for each year and from 1927 to 1932 by year and then alphabetically by recipient. 1902-32

1. 1902	12. 1913*	23. 1924*
2. 1903	13. 1914	24. 1925*
3. 1904	14. 1915	25. 1926
4. 1905	15. 1916*	26. 1927
5. 1906	16. 1917	27. 1928
6. 1907	17. 1918	28. 1929
7. 1908	18. 1919*	29. 1930
8. 1909	19. 1920*	30. 1931*
9. 1910	20. 1921	31. 1932*
10. 1911	21. 1922	
11. 1912	22. 1923*	

*MU 3/4/12, 15, 18-19, 22-4 and 30-1 also contain 'copies of forms accompanying remittance by cheque' which were returned to the Museum on receipt of payment. For the forms from 1910-11 see MU 3/5 and for the forms from 1912 see MU 3/3/31.

MU 3/5 Receipts for payments made by the University Museum (by cheque and postal order) for various goods and services. 1910-11

For these forms from 1912 see MU 3/3/31 and for those from 1913 onwards see MU 3/4/1-31.

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MU 3/15 Miscellaneous printed papers of the Museum including a programme for the fiftieth anniversary celebrations, information concerning the Museum Court and Pitt-Rivers Museum in 1952, and blank letters of acceptance for donations. c1900-52

MU 3/16 Correspondence and papers relating to the lecture given by Sir Gavin de Beer on the centenary of the laying of the foundation stone of the Museum, with a cutting from the *Illustrated London News* of 1855 describing the laying of the foundation stone; the form of prayer used at the ceremony of the laying of the foundation stone; and the transcript of an address by AG Vernon Harcourt on the fiftieth anniversary of the Museum. 1855, 1909 and 1955

MU 3/17-22: Correspondence relating to finance

MU 3/17/1-12 Correspondence of the Secretary of the Delegates of the Museum with the Secretary of the University Chest, with lists of contents. 1902-13

- | | |
|-------------------------|----------|
| 1. 1902 [received only] | 7. 1908 |
| 2. 1903 | 8. 1909 |
| 3. 1904 | 9. 1910 |
| 4. 1905 | 10. 1911 |
| 5. 1906 | 11. 1912 |
| 6. 1907 | 12. 1913 |

MU 3/18 Correspondence and other papers regarding applications for grants, with information on grants applied for since 1895. 1914

MU 3/19 Estimates of expenditure, prepared for the annual application for the University Grant. 1925-53

MU 3/20 Correspondence and other papers regarding the application for annual and quinquennial grants from the University. 1950-76

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MU 3/21 Copies of a letter sent to the Hebdomadal Council by the Oxford University Endowment Fund regarding a grant for a Department of Pharmacology, forwarded to the Museum by the Registrar. 1911

MU 3/22 Letter from H McLeod of Trinity College Cambridge asking for information on the financial administration of the scientific departments in Oxford, and copies of replies from departments. 1911

MU 3/23-38: Collections and Donations

MU 3/23 Three lists showing names of donors and their donations to Museum for carving and statues. nd (c1855)

MU 3/24 Extract from the will of George Barlee bequeathing his collection of British shells to the Museum. 1862

MU 3/25 Annual lists of donations of items made to the Museum. 1883-7

MU 3/26 Letters from Professor E Lankester to the Secretary to the Delegates regarding the collections in the Museum Court, and the installation of electric bells in the Museum. nd (c1892)

MU 3/27 Letter from Professor Story-Maskelyne, certifying the gift of his collections of mineralogy and crystallography to the Museum. 1896

MU 3/28 List of apparatus for the measurement of human form and faculty presented to the University Museum by Francis Galton. 1896

MU 3/29 Notes on the clauses and conditions relating to the donations of Edwin W Streeter in 1902 and Sir Harford Brydges in 1875; and extracts from the Delegates' minute book from 1889, 1891 and 1900, on the disposal of duplicate items. 1875-1902

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/30 Lists of specimens transferred between the Museum and the science departments, and a list of specimens taken from the loft in the Hope Department and destroyed. 1892-1903
- MU 3/31 Three letters collected together in an envelope labelled 'Museum Correspondence': one from WB Gamlen regarding a key to the Museum; one from CEJ Walker(?) offering to collect butterflies and other insects for the Museum; and one from R S—(?) offering to donate two skulls from Jamaica. nd [between 1883 and 1902]
- MU 3/32 Extract from the will of CW Dale bequeathing his collection of insects to the Museum. 1906
- MU 3/33/1-9 Correspondence and other papers relating to donations to provide for the carving of the blank capitals in the Museum. 1905-21
1. Correspondence with the Reverend HT Morgan. 1905-7
 2. Estimates from Farmer and Brindley, architectural sculptors, for the new carving in the Museum. 1905-9
 3. Correspondence with Farmer and Brindley, architectural sculptors, regarding estimates for the carving and the execution of the carving. 1905-12
 4. Correspondence with donors, and with colleges regarding potential donors, for the new carving in the Museum. 1905-9
 5. Correspondence with Rosalind Norris, concerning her offer to donate money for the carving of the capital between the main entrance doors. 1908
 6. 'Original' list of plants to be carved on the upper corridor, compiled by WG Baker of the Botanic Garden. nd (c1855)
 7. Photographs and drawings of the work carried out, *The Oxford Magazine* of 14 February 1906 including an article on the new carving by HA Miers, and Professor J Phillips' original plan for the carving of 1858. 1858 and 1905-6

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/40 Register of Oxford medical graduates with some details of their further career, c1840-99; list of medical graduates showing dates of their first and second MB and date of MD, 1861-1900; list of students and [?date they passed exams in Physics and Chemistry], 1884-6; and list of students for 'Materia Medica and Pharmacy', 1887-93; with a loose list of medical students at the Radcliffe Infirmary, 1881-3. 1840-1900
- This volume is stamped on the inside cover to show that it originally belonged to the Department of Medicine based in the University Museum. The volume was donated to the University Archives in September 2006 by Oxfordshire Health Archives which had received it from the executors of the late Dr AHT Robb-Smith.
- MU 3/41 'Register of Students of Medicine who have taken out certificates of Attendance on Courses of Instruction', consisting of one roughly alphabetical list at the beginning of the volume. 1902
- MU 3/42 Correspondence with science departments regarding attendance at lectures and practical classes within the Museum precincts. 1867
- MU 3/43 Notes on the facilities available for advanced study and research in the science departments compiled for the *Oxford University Calendar* and the *Student's Handbook*. 1904
- MU 3/44 Correspondence regarding the entry for the Museum in the *Student's Handbook* (17th edition). 1906
- MU 3/45 Press cuttings from the *Times Engineering Supplement* regarding engineering at Oxford. 1906
- MU 3/46 Papers, chiefly letters from the Home Office, concerning amendments to the registration of University premises under the Cruelty to Animals Act, 1876 (39 and 40 Vic, cap 77). 1912-44

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/47 Papers relating to the arrangement of laboratories, with information from the science departments on the number of people using the laboratories. 1919
- In 1929 these papers were found among the papers of the Principal of St Edmund Hall and transferred to the University Museum.
- MU 3/48 Lists of books and publications received by the Radcliffe Library. 1903-6
- MU 3/49 Correspondence with the Radcliffe Librarian regarding evening opening of the Radcliffe Library. 1910
- MU 3/50 Correspondence concerning the Diploma in Horticulture at Reading College (under the University Extension Delegacy). 1904
- MU 3/51 Correspondence and other papers regarding grants to enable Oxford students to attend the British Association for the Advancement of Science exhibition. 1928-68
- MU 3/52 Correspondence and other papers regarding the Research Fellowships in Pure and Applied Science awarded by the Royal Commissioners for the Exhibition of 1851. 1953-77

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MU 3/53-5: Conferences held at the Museum

MU 3/53 Oxford University Junior Scientific Club conversazione programmes. 1884, 1903, 1905, 1907, 1911 and 1914.

See also MU 1/17/2 for reports of the related committee.

MU 3/54 Programme for the visit of the Cambridge New Museums Club to the Museum. 1905

MU 3/55 Programmes, daily journals and exhibition catalogues for the seventy-second annual meeting of the British Medical Association held in the Museum. 1904

MU 3/56-67: Staff

MU 3/56 'Original papers relating to Museum service list': information about servants and laboratory assistants employed in 1902, with some notes about wages and wage increases from 1890 to 1902. 1890-1902

MU 3/57 Lists of 'service staff' compiled under the requirements of the Workmen's Compensation Act giving details of annual wages of individuals, with some related correspondence and information about national insurance and pensions. 1922-49

MU 3/58 Correspondence and other papers regarding keys to the Museum, particularly regarding their loan or issue to individuals, and including lists of key holders. 1900-30

MU 3/59 Papers relating to a trial for providing lunch and tea for staff in the Museum. 1902

MU 3/60 'Miscellaneous administrative papers', mostly testimonials for boys who applied to the Museum for jobs. 1902-8

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/61 Information about boys aged between 14 and 16 and between 16 and 18 employed in the Museum laboratories, compiled for submission to the Ministry of Labour Oxford Juvenile Employment Advisory Committee. 1931
- MU 3/62 Correspondence regarding the employment of a night watchman to patrol the Museum, the Observatory and the Cricket Pavilion to counter the threat of vandalism from suffragettes. 1913-14
- MU 3/63 Correspondence of the Secretary to the Delegates of the Science Area regarding night watchmen. 1965-70
- MU 3/64 Provisional report on the possibility of forming a Whitley Council for the staff of the Museum, with a copy of a proposal that one should be formed. 1921
- MU 3/65 Notices regarding vacation classes in glasswork, metalwork and carpentry for laboratory assistants, and reports on the progress and attendance of individuals. 1941-54
- MU 3/66 Printed booklets and leaflets containing information about National Insurance and Pensions, with correspondence and notes regarding how the changes affect Museum staff. 1911-49
- MU 3/67 Statements made under the 1963 Contracts of Employment Act, giving details of pay and hours worked; with related correspondence. 1964-70
- MU 3/68-78: Fire prevention**
- MU 3/68 Fire insurance policies taken out by the Museum, with some related correspondence with the insurance companies. 1880-1926
- MU 3/69 Correspondence, mostly with the Oxford Corporation Waterworks and the City Engineer, regarding fire hydrants. 1886-7 and 1903

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/70 Lists of fire-fighting appliances in the Museum and science departments. 1900-33
- MU 3/71 Papers regarding the establishment of the Oxford & District Private Fire Brigades Association, 1908; Museum Fire Brigade reports on the fire-fighting appliances of the Museum, 1913-15; correspondence with Associated Fire Alarms Limited, 1924; 'regulations to be used in case of fire', c1915, and information about procedures during an air raid c1940. 1908-40
- MU 3/72 Notebook used by the Museum Fire Brigade to record results of the One-Man, Two-Men and Four-Men Drill Competitions, 1903-13. 1903-13
- This notebook also contains draft notes on the chemical analysis of a meteorite, 1877-8.
- MU 3/73 Papers and correspondence of the Museum Fire Brigade, including details of the annual competition winners, fire-fighting equipment and members. 1935-59
- MU 3/74 Insurance policy for the silver cup belonging to the Museum Fire Brigade. 1937
- MU 3/75 Correspondence and other papers regarding air raid and fire fighting precautions, including papers relating to fire watchers staying overnight in the Museum. 1938-45
- MU 3/76 Information about members of staff and fire prevention in each department of the Science Area, compiled for a return made to the City authorities. 1941
- MU 3/77 Tables showing the amount paid to firewatchers divided by department, and tables showing the amounts paid to individuals, with some related papers. 1941-4

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MU 3/78/1-5

Fire watchers' log books, with details of the fire watchers on duty and containing information about air raids and other incidents (mostly regarding housekeeping). 1941-4

1. 1941
2. 1942 Jan-Oct
3. 1942 Oct - 1943 Apr
4. 1943 Apr-Nov
5. 1943 Nov - 1944 Sept

In September 1944 the fire watchers' duties were relaxed as it was decided that the threat from incendiary bombs had passed.

MU 3/79-98: Services and suppliers

MU 3/79

Report of the Committee on Electric Lighting, 1901. 1901-2

Also inserted in the back of this folder are papers regarding to the plan to extend the Museum into the Parks from 1907. For the papers and plans regarding this proposal see UM 3/103 and MU 4/33/2

MU 3/80

Reports and other papers regarding the supply of electricity to the Museum, in particular relating to lighting; including the specification and tender from Drake and Gorham Ltd to install lighting; *Light and Power: A Treatise on the application of electric current to every phase of country houses and estate requirements* produced by Drake and Gorham Ltd; and papers relating to electric installations, including specifications and estimates for work. 1904-7

MU 3/81

Copies of letters sent from the Secretary's office regarding electrical installations, with list of contents. 1905-6

MU 3/82

Correspondence with and relating to George Morton and Co, manufacturers of specimen jars and other glass apparatus for laboratories. 1906-7

MU 3/83

Agreement with Oxford Corporation Waterworks for the supply of water to the Chemical Department, Library and Keeper's House. 1914

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/84 Documents relating to electrical supply and lighting, particularly to the installation of electric lighting in the Court of the Museum by the General Electric Company Ltd including correspondence and a blueprint of a plan of the Court. 1925-7
- MU 4/80 is a better preserved duplicate of the blueprint by the General Electric Company Ltd in 1926.
- MU 3/85 Conditions for the supply of electricity by the Oxford Electric Company. 1927
- MU 3/86 Correspondence with the Registrar and the science departments regarding liquid air supply, with a list of the letters. 1922-7
- MU 3/87 Papers of the Delegates of the Museum regarding common services in the science area (ie heating, electricity etc). 1934-5
- MU 3/88 Specification and tender for electrical installation work at the Museum by the Southern Electricity Board. 1948
- MU 3/89 Correspondence and other papers regarding heating, the inspection of boilers, and coke consumption. 1915-51
- MU 3/90/1-4 Duty free spirit stock books, giving details of alcohol delivered to the Museum, and the departments using it.
1904-45
1. 1904-23
 2. 1923-31
 3. 1930-9
 4. 1939-45

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/91/1-5 Duty free spirit stock books, giving details of the 'absolute alcohol' delivered to the Museum, and the departments using it. 1945-73
1. 1945-51 Absolute Alcohol only
 2. 1951-6 Absolute Alcohol only
 3. 1956-62 Absolute Alcohol only
 4. 1962-6 Absolute Alcohol only
 5. 1966-73 Absolute Alcohol only
- MU 3/91A Duty free spirit stock book, giving details of 'absolute alcohol' delivered to departments. 1972-7
- MU 3/92 Duty free spirit stock books, giving details of the 'Methyl Alcohol' delivered to the Museum, and the departments using it. 1945-58
- MU 3/93 Correspondence with suppliers, the Inland Revenue and science departments regarding supplies of duty free spirit. 1903-50
- MU 3/94 Contracts with the National Telephone Company. 1908 and 1919
- MU 3/95 Correspondence with the National Telephone Company regarding telephone services and rates. 1907-8 and 1921
- MU 3/96 Correspondence with telephone companies regarding telephone installations and services. 1945-6
- MU 3/97 Correspondence, mostly with the science departments, regarding the installation of an internal telephone system. 1945-52
- MU 3/98 Correspondence with suppliers and the science departments regarding the telephones in the Science Area, with other related papers and some invoices. 1954-76

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MU 3/99-113: Buildings and grounds of the Science Area

- MU 3/99 Correspondence and other papers regarding the possibility of moving the University Botanic Garden to the University Parks. 1854-1914
- MU 3/100 Copy of an agreement between the University and the Radcliffe Trustees 30 April 1901, regarding the lease of the Radcliffe Library to the Radcliffe Trustees by the University and the lease of the Radcliffe Camera to the University by the Radcliffe Trustees. 1901
- MU 3/101 Reply of the Board of the Faculty of Natural Science to the Vice-Chancellor's circular letter of 20 February 1902 concerning 'University Needs', giving detailed reports from the science departments on their requirements for more space. 1902
- MU 3/102 Papers regarding the possible extension of the Science Area into the University Parks, or the use of the University Press site to provide more space for the scientific department. c1902-7
- See also MU 4/28 for a plan of the Press site sent to the Delegates by Horace Hart, Controller of the Press.
- MU 3/103 Correspondence and other papers regarding the possibility of extension into the University Parks. 1907
- See also UM 4/33/2 for the plan referred to in the correspondence.
- MU 3/104 Memorandum by Professor Francis Gotch to the Delegates of the Museum on the need for an extension to the Physiological Laboratory, with a plan showing the proposed extension. 1907

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- MU 3 CORRESPONDENCE AND OTHER PAPERS
- MU 3/105 Correspondence regarding a new chemical laboratory, 1913, and a printed booklet titled *University of Manchester - Description of the New Chemical Laboratories*, 1909. 1909 and 1913
- See also MU 4/53 for the plans of the University of Manchester Chemical Laboratories, and MU 4/54-5 for plans of the proposed laboratory in Oxford.
- MU 3/106 Correspondence and other papers regarding 'Science Site Problems' and the development of buildings for the Forestry and Botany departments. 1929-30
- See also MU 4/89 for a plan showing the position of the proposed Forestry and Botany buildings within the Science Area.
- MU 3/107 Reports of various committees and other papers relating to alterations to of science buildings, including extensions to various buildings, and a new building for Physical Chemistry. 1936-7
- See also MU 4/110 for the plan drawn up by Lankester and Lodge, architects for the report of the Committee on Sites, December 1936.
- MU 3/108 Papers regarding the allocation of rooms in the Court of the Museum. 1948
- MU 3/109 Correspondence with the University Surveyor, and with the science departments, regarding buildings and grounds. 1959-76
- MU 3/110 Correspondence, plans and other papers relating to the City of Oxford's central area traffic scheme and its effect on the Science Area, including information on the number of deliveries received by departments. 1971-2
- MU 3/111 Correspondence and other papers regarding the one-way traffic scheme in the Science Area. 1974-5

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MU 3/112

Correspondence with the University Surveyor, and with the science departments, regarding traffic and parking in the Science Area, with a copy of the Andren Report on car parking at the University. 1968-74

MU 3/113

Correspondence and other papers regarding parking in the Science Area. 1960-77