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 Lizars’ Edinburgh General Atlas 1835 and Black’s General Atlas 1846). John established commercial premises at 4 North Bridge in 1859, shared with A. & C. Black, before relinquishing control to his son and retiring in the same year. The second John Bartholomew (1831-93) trained with his father, but also undertook two years in London with August Petermann (1853-55). He expanded the firm from contract engraving into lithography and printing and in 1870 moved premises again to 17 Brown Square, which would later become Chambers Street.

Further growth under his son John George (1860-1920) saw the establishment of the firm as a private company, John Bartholomew & Co., in 1888, 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 1995.1

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,

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1 For a history of the family and firm, see 'Bartholomew 150 Years' by Leslie Gardiner (Edinburgh: Bartholomew, 1976).
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 Bartholomew’s 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 organisations (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 Bartholomew’s 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.

March 2014
BARTHOLOMEW ARCHIVE: Summary Inventory

Records of Bartholomew Family c. 1820-2002

1  Papers of GEORGE BARTHOLOMEW (1784-1871), c.1838-66
2  Papers of Reverend GEORGE BARTHOLOMEW (1817-1870) 1866
3-6.8 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 1842-1901]
60-99, Papers of JOHN (Ian) BARTHOLOMEW (1890-1962), 1917-62
   1520-1521
100-112, Papers of JOHN C. BARTHOLOMEW (1923-2008), 1948-2002
   1560-1662
115, Papers of PETER BARTHOLOMEW (1924-87), 1950-87
   1525-1540
125 Papers of ROBERT BARTHOLOMEW (born 1927), c.1950-c.1980

Records of JOHN BARTHOLOMEW & SON LTD. (previously John Bartholomew and John Bartholomew & Co.) 1864-2002

200-250 Management and Administration 1888-1995
251-274.1 Buildings and Plant 1816-1997
275-295.2 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
347-348 Litho-writers and Colourists workbooks 1912-25
349-376 Staff (personal) workbooks, timebooks and notebooks 1880-1965
377-388 Printing Orders, Estimates and Quotes, 1904-90
390-408 Dispatch records 1888-1924, 1945-47
410-419 Stock records (paper and publications) 1888-1936, 1963-85
422-439.5 Work Instructions 1976-92
460-484 Plates, stones, films, drawings, tracings and printing
499-549 Staff records (including wages and salary books) 1883-1996
551-740 Financial records 1864-1988
747-1816 Correspondence and correspondence/reference files, including map project files 1884-1991
1820-1860.1 Sales and Marketing 1950-91
1861-1880 Advertising and Publicity (including prospectuses) c.1865-1993 [including prospectuses, advertisements, catalogues of other map publishing firms]
1881-1899.1 Reviews and newspaper cuttings 1862-1992
1900-1908 Photographs and slides c.1860-1990
1909-1920.3 Bartholomew Library
1921-1925 Bartholomew and HarperCollins in-house publications
1926 Certificates and awards
1927-1930 Book publishing 1972-96
1940-1943 Bartholomew’s Gazetteers and Geographical Dictionary, c 1877-88 and undated
RECORDS OF BARTHOLOMEW FAMILY c. 1820-2008

GEORGE BARTHOLOMEW (1784-1871)

1 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]

Reverend GEORGE BARTHOLOMEW (1817-1870)

2 Letters to Rev. George Bartholomew as Secretary of the Edinburgh Geological Society, accepting an invitation to a conversazione, November-December 1866 (39 items)

[Reverend George Bartholomew was George Bartholomew's (1784-1871) son and John Bartholomew Senior's brother]

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

5-6.8 Accounts for engraving work done for W.H. Lizars and other clients, 1826-32, 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. Has a group of entries regarding work for Mr. G. Bartholomew, 1826
6.1 1826-31 (numbered 1)

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)

6.2 (numbered 2) lacking

6.3 (numbered 3) lacking

6.4 1839-42 (numbered 4)

6.5 1842-6 (numbered 5)

6.6 1846-8 (numbered 6)

6.7 1848-53 (numbered 7)

6.8 1853-6 (numbered 8)

[See also Series 1900 for a coloured drawing of John Bartholomew Senior]

[7-10 not used]

JOHN BARTHOLOMEW Junior (1831-1893)

Incoming letters to John Bartholomew Junior. Additional letters 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 dated 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 with condolences on the death of John Bartholomew Senior]
12 **Business Letters 1852-1886, mainly with publishers and other engravers**

Include 9 letters, 1853-4, 1858-60, 1878 from August Petermann (regarding taking him on initially, and regarding drawing commissions, including for Black’s Atlas); F.B. Black, 1854 and W.Hughes, 1859-60 regarding 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 regarding 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; one letter concerning the employment of Joseph Bell as Map Draughtsman, 1865; one letter from the Gilmore Park Engine and Machine Works regarding the purchase of machinery, 1869; Invoice for work to A. & D. Paton, 1869; receipt for first lithographic printing machines acquired by the firm, 1869; copy of a circular regarding the Bombay Geographical Society published in the Journal of the Royal Geographical Society, Vol. 3 (1833); memo of the division of Scottish counties for use in the Scottish Reform Act, 1867/68

[See also photographs of August Petermann in Series 1900]

13 **Notebooks, 1843-50 and undated**

One containing specimens of engraving, 1843-5, undated, with the ownership label, “John Bartholomew, Engraver, 21, Broughton Street, Edinburgh”; note containing lists of plates and maps, inscribed “J. Bartholomew, Chambers Street, Edinburgh”; practice notebook, 1850

[Three items]

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 North America, 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. Includes a summary of expenses incurred on each leg of the trip and a newspaper cutting of the shipwreck of John Bartholomew Senior's boat off the coast of Ireland. Includes a later transcription of the diary kept by John Jr. during the voyage.

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; note on the tints used for a portrait and landscape print.

20 Seven certificates awarded to John Bartholomew for printing and engraving, 1871-88

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
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

[In Map Strongroom plan chest drawer 9/1; See also Series 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 regarding the purchase of debenturestock; 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

[Three 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]

26-31 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. Includes hand-drawn birthday and Christmas cards.

[In a previous listing items from this Series were numbered 110-111]

28 Letters from his son ‘Ian’, 1917-19 (written on active service)

[In a previous listing items from this Series were numbered 110-111]

29 Letters from his son, Louis St Clair “Bay” (many written on active service) 1917-18

[In a previous listing items from this Series were numbered 112]

30 Letters from [daughter] Betty (Elizabeth) 1916-19, undated (subsequently wife of Professor Henry Pitney Van Dusen)
31 Letters from [daughter] Maisie (Margar et) 1916-19 (subsequently wife of Philip F. Hamilton Grierson), and photograph, taken at Merlindale, Broughton, c 1910 [Maisie as a child?]

31.1 Letters from Jennie MacDonald, before and after their marriage as well as friends including the Silva Whites and Thomas Nelson, 1887-97 and undated

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

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’

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 22nd 1882”, a drawing of the ship’s flag, a modern photocopy of John George Bartholomew’s ships log.

37-48 Personal notebooks, address books etc. and financial records, 1879-1919

37 Notebook containing poems, drawings, etc. Volume also includes notes on a voyage: days only recorded, not dates, 1879

38 Volume ‘YE ARGONAUTS ROLL BOOK’ containing members’ names in hand of J.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 manuscript 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, undated

41 Poems, prayers and meditations, 1898 and 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) and personal capital account, 1888-89

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.

[49 not used]

50-55 Research notes and papers, 1884-1917 and undated

50 Notes on the cartography of Scotland, undated

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’], undated

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 three pages of manuscript notes

[See also Series 52]

52  Published articles by John George Bartholomew, drafts and research notes, 1890-[1907]

Reprints of ‘Scottish Geographical Magazine’ 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], notes on Atlas of Classical Geography, draft prospectus of World Survey Atlas and a communication on the nomenclature of bathymetric/oceanographical maps [after 1907], draft note/address on Government and cartography; Draft advertising notice for the Atlas of World Commerce, undated; Resolutions of the 8th International Geographic Congress, 1904; a 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]; a draft prospectus for a Survey Atlas of the world, undated

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 half-inch England and Wales 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; a lease, land valuation and correspondence relating to rental of Merlindale House, Broughton, Peeblesshire, 1912-1914; some examples of paintings on silk feathers/leaves and notes entitled, ‘Some Thoughts on Golf’.

55  Royal Scottish Geographical Society papers, 1884-1917

Including correspondence relating to proposal to establish a Scottish Geographical Society, manuscript 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, 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.

[Oversize items in Map Strongroom plan chest drawers 9/1 and 9/6]

56  **Certificates and awards, 1908-12**


[In Map Strongroom plan chest drawer 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 Scottish Geographical Magazine obituary, 1921 (reprint from proceedings of the Royal Society of Edinburgh); centenary appreciation in Scottish Geographical Magazine, 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; includes note from T.E. Lawrence**

59  **Correspondence and papers of A.K. Johnston, 1842-1901**

Comprises letters to A.K. Johnston, including from Heinrich Berghaus (1842); Lieutenant General Grey, equerry to Queen Victoria (1861) and Augustus Petermann (1872) 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. Also, a travel diary kept by Johnston of his tour of Continental Europe (1861) [See also Series 920 and 950]
JOHN (IAN) BARTHOLOMEW (1890-1962)

60-65 Personal correspondence and papers, 1893-1959

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 1893, 1917-18, 1920, and miscellaneous, 1940

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, postcard from John Christopher Bartholomew 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

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

66-67 J.G. Bartholomew Trust papers, 1914-37

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)

68-75 Research articles and notes, 1912-61

68 Talks and draft papers by John 'Ian' Bartholomew, c.1935-51

Includes files on ‘Instructional talks’ and on ‘new projections, (with 1935 letters of Stephen Smith regarding a 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, draft copy of speech delivered to Bartholomew staff on the state of the firm in 1932, list of slides used in a speech 1944, draft copy of a speech delivered to mark the retirement of Bartholomew staff member, George Stephen Robinson, 1937

[See also 1908 for a box of 19 glass slides used in a 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.

[In two folders]

70 Draft and published articles, 1941-1961

Includes article ‘Back to Persia – Edinburgh Geographer Scorns Iran’, written for The Scotsman, 1941; ‘Maps in the Making’ written for Meridian, 1961

[Additional notes, lists reference slips etc. received July 2008 have been added to this series]

[71 not used]

72 Notes and papers, 1912-53

Mainly notes on John George Bartholomew and the Bartholomew firm including a comprehensive paper on the history of the firm, with particular focus on their printed output, researched from the firm’s own business records: 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] ; notes on general suggestions for the Australasian School Atlas; a summation of the premises occupied by the firm and family throughout the history of the firm; a manuscript map of the Isle of Wight; a newspaper cutting of a guess the signature competition with John ‘Ian’ Bartholomew as the answer; revision instruction for the half-inch series and printing programme for the quarter-inch series; note for a review of Philip’s Chamber of Commerce Atlas; a folder entitled ‘History of Firm’ which includes an anecdote of T. E. Lawrence’s (Lawrence of Arabia) visit to Duncan Street regarding the maps for ‘Seven Pillars of Wisdom’; notes on the history of the firm, including a prospectus of the St. Giles Printing Company; genealogical information regarding the Bartholomew family; a copy of a poem by John W. Oliver about Oliver & Boyd, 1949; notes on the subject of early maps and early travel, apparently produced to accompany an exhibition, undated; summarised report of the meeting held to discuss the Times Mid-Century contract, 1953

[In two folders]
Notes, press cuttings etc concerning early maps, 1923, 1925, 1950, 1952-3, 1956
and undated

Two notebooks containing notes of meetings and on various topics, 1927, 1932

Address book (with notes), undated

Papers relating to service in World War I, 1916-19

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

Panoramic photograph from Hill 145 (near Cité St Antoine), 1917

Personal copies of spare air and panoramic photographs, 1917-18

Private prints of view at Arras (with list) and Ypres and Messines, 1917

Enlarged air photographs mostly of ground near Bellicourt, Bellenglise, undated

[In Map Strongroom plan chest drawer 9/1]

Précis of lecture on signaling, 1917 and notes on reconnaissance, undated

Two German notebooks, 1917 and undated

Précis of French political cases, compiled from press cuttings, 1917-18

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, 1916-62

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.

[Includes oversized items in Map Strongroom plan chest drawer 9/1]

Article about John Bartholomew’s war service, ‘The Student’, 1916
Death notices, obituaries and tributes, and letters of condolence, 1962

88-97.1 Papers relating to Society and Trade Organisation memberships, 1926-46

88 British Federation of Master Printers, including the War Emergency Standing Committee, 1937-41

These papers largely concern the restrictions, policies and procedures in place as a response to the War effort

88.1 Scottish Alliance of Employers in the Printing and Kindred Trades & the Edinburgh Printing and Kindred Trades Employers’ Association, 1939-41

These papers largely concern the restrictions, policies and procedures in place as a response to the War effort

[In two folders]

89 Royal Scottish Geographical Society papers, 1926-30

90 Royal Scottish Geographical Society papers, 1931-34

Including regarding the jubilee issue of ‘Magazine’ 1933-4 and Jubilee banquet menu/toast list, 24 October 1934

91 Royal Scottish Geographical Society papers, 1934-37

Including regarding publication ‘The early maps of Scotland’ and 50th 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 regarding 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, 1945-47

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
Royal Geographical Society printed papers and invitation, 1913-14, 1921-22, 1928, 1961

Including scroll with RGS greetings to the Royal Society of Brussels, 1926, with John Bartholomew’s signature and the programme for the 1961 annual dinner where John ‘Ian’ received the Founders Medal

[Includes oversized item in Map Strongroom plan chest drawer 9/1]

University of Edinburgh Appointments Committee, 1948

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 1929-37; 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; programme for service at Liverpool Cathedral 1940; material relating to visit to the USA; calling cards

Papers relating to the Robert Louis Stevenson Club, 1920-41

JOHN CHRISTOPHER BARTHOLOMEW (1923-2008)

Personal correspondence and papers, 1884-2008

Personal papers of J. C. Bartholomew, 1937-78

Includes dance card for the Thirteenth Highland Ball, 1962; an invitation for the opening of the Causewayside Map Room at the National Library of Scotland; a copy of J. C. Bartholomew’s final-year dissertation of the Department of Geography, University of Edinburgh, ‘A Geographical Dissertation on the Sog Valley and Olfus Lowland of Iceland, 1950

Royal Scottish Geographical Society papers, 1948-49, 1952-93

Includes papers regarding a visit to the U.S. led by J.C.Bartholomew, 1958; the 1984 centenary exhibition ‘The spirit of Adventure and Discovery’; the John Bartholomew essay competition; visit of Princess Anne, 1991; applications for...
fellowship c 1970; information regarding the Dartmoor Investment Trust, 1990 and proof designs for the President’s Award medal 1990

[In three boxes; Includes oversized item in Map Strongroom plan chest drawer 9/1]

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’

[In two folders; Includes oversized item in Map Strongroom plan chest drawer 9/1]

102.1 British Cartographic Society papers, 1987

Includes information on the finalists and winning entry of the John Bartholomew Award, 1987

103 Royal Society of Edinburgh papers, 1968-89 (correspondence, programmes, notices); Royal Society Papers, 1968-75

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, Education and Executive committees 1972-84 and the General Council 1966-67

[In five folders]

106 Edinburgh Booksellers’ Association papers, 1974-87, 1991

106.1 University of Edinburgh General Council Papers, 1965-67; University of Glasgow General Council Papers, 1965-67

107 Lists of railway maps produced by John Bartholomew firm c 1960

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 regarding the history of the firm and 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 regarding Philip family and Stanford 1985 - 87; research notes on Geddes’ manuscripts, 1999; draft notes regarding the last of Bartholomew’s copperplate engravers including their name, length of service and final projects worked on; chronological diagram recording a brief
history of the firm including the location of the firm’s business premises; copy of a Bartholomew publication list which has annotations regarding the history of the firm and some of the publications in the list, the name of the manager, major works undertaken and the printing techniques employed; draft documents made in preparation for the unveiling of a commemorative plaque at Duncan Street in 1997; notes on early historical maps c 1960; a series of papers relating to the Edinburgh Geological Society including the creation of a facsimile copy of Necker’s 1808 manuscript geological map of Scotland, 1984

[In two folders and two boxes]

110 Notes, articles and speeches on geography, teaching and exploration, [1884/85], 1950-1994


[In two boxes; See also leaflet regarding the Scottish Geographical Society’s Scheme for the Encouragement of Geography in Scottish schools, 1885/86, in Series 55]

[111 not used]

112 Biographical notes, obituary notices and programme of funeral mass, 2008

[113-114 not used]

PETER BARTHOLOMEW (1924-87)

Personal correspondence and papers, 1887

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

115 Obituary notice, 1987 (draft, by JCB), letter from widow, 1987
ROBERT BARTHOLOMEW (born 1927)

Personal papers

125 Notes and papers regarding history of firm, cartographic techniques, and retrospective details of employment upon retirement

Including, Production developments at Duncan Street; Evolution in Lithography; Map Production & Publishing; Looking Back; Recollections of George Paterson, printer

RECORDS OF JOHN BARTHOLOMEW & SON LTD. (previously John Bartholomew and John Bartholomew & Co.) 1864-2002

200-220 Administration of the firm, 1888-1995

200 John Bartholomew (partnership with Thomas Nelson), John Bartholomew & Co., 1888-1923

Contracts of co-partnership 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 John George 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 (including copperplate inventories), 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. They include a draft letter by John George Bartholomew, expressing his reasons for wishing the partnership with Nelson to be dissolved.

[See also 238 for inventories and lists possibly compiled in preparation for the partnership agreement]
201-220  John Bartholomew and Son, 1919-94

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 (1972-82), Board of Management (1980-81) meeting, quarterly Board/Management meetings (1982-84), the annual employees meeting, 1979, agenda for the annual general meeting of shareholders, 1973-74

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 (manuscript entries in bound volume)

207  John Bartholomew & Son Ltd: Agenda book no. 2

Agenda for meetings of directors, March 1949 – April 1976 (manuscript 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


212  Correspondence and papers concerning [employees] co-partnership (profit-sharing) scheme, 1919-1932; 1994

213  Quarterly report to the Chairman of the Board: March 1969 to June 1979

214  Contract terms for overseas map agents, 1971, 1977
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]


217 Chairman’s Review, 1969-1973

218 Managing Director’s letter with accompanying financial report and balance sheet [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.

[In two folders]

218.1 Managing Director’s letter, with accompanying annual results, [annual and semiannual circular report], 1976-77, 1980

219 Proof and draft material relating to the management of the firm, c 1950s

Includes table detailing the staff competencies required for the main departments of the firm c 1950; draft notes for the Chairman’s Report 1952; table listing departments of the firm and details regarding staffing level c 1950

220 Papers concerning the company background and future objectives, c 1961-c 1982

Includes forecasts of the out-turn, measured in hours, of assorted departments, 1981/28; Company Business Plan, 1980-81; Origination and Publishing Services business strategy, undated; papers relating to the setting-up of the education division, including budget information, 1979. Includes manuscript notes of John Christopher Bartholomew.

221-226 Reports on Management and Systems, 1961-89

221 Preliminary Survey [proposed extension and location], Urwick, Orr and Partners, 24 December 1961

222 Reports by PA Management Consultants, 1968

[In two folders]

Reports and correspondence on [proposed introduction of] computer assisted mapping system/GIS, 1985-89

[In two folders; oversized item in Map Strongroom plan chest drawer 9/1]

Confidential reports of P.A. Management Consultants

Including on appointment of Managing Director, 1968 and Marketing Manager, 1968. Includes applications and reports on candidates

[Use of these documents is subject to restrictions]

Confidential Appraisal reports on firm’s directors and senior management (Kostick Personality Profiles) 1968

[Use of these documents is subject to restrictions]

[227-228 not used]

Internal management: team minutes and management/employee meetings, 1968-89

Reports to Employees meetings, 1972, 1977-86 [John C. Bartholomew’s file copies]

Minutes and papers of General Management team, 1968-84

[In two boxes]

Minutes and papers of Sales and Services and Production team meetings, 1970-82

Minutes and papers of Publication Team meetings, 1968-77; Book Division, 1976

Minutes and papers of Publication (Publishing/Marketing) Team meetings, 1984, 1989-90

Minutes and papers of Cartographic team meetings, 1971-79, and (Cartographic Working Party) 1982

Minutes and papers of Revision Assessment (RATS) team meetings, 1974-1984

Minutes and papers of Planning team meetings, 1977-84
236.1 Minutes and papers of the Auto Carto Working Group, 1986

236.2 Papers of the Origination Services Group, including the Research and Development Section, 1983 and the training section, 1984

236.3 Minutes and papers of the 1:1m Europe Database group, 1988-89

236.4 Minutes of the Reader's Digest/Bartholomew Communications Panel, 1983

236.5 Minutes of the Cover Committee, 1980

236.6 Minutes of the Committee on the Colourist Department's role in the Origination Department, 1983

236.7 Minutes and papers of the Development Committee, 1980-84


236.9 Minutes of assorted miscellaneous committees and groups, 1978-1984

   Includes the 1983 Forecast Review and Forward Policy; Health and Safety Committee Meeting, 1978; International Division Meeting, 1984

Bartholomew mergers, 1967-92


238-246 Financial documents, 1888-1993

238 Inventories/valuations and summary statements of sales, profits and overheads 1888-1993

   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 manuscript 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', '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]; copy of John C. Bartholomew's sales budget and profit plan for 1969/70, 1970/71, 1977/78; summaries of assorted financial information, typically sales and profits
for the period 1949-58; sheet detailing sources of profit for 1957/56 and overheads for 1957; summary of hourly cost rates, 1974-5; 1981; editorial chargeable hours analysis, 1982; Gross profit schedule, 1992-93; table of general overheads, largely relating to staff, January 1985

239 Annual statements and accounts, 1888-1936

Annual balance sheets, 1888-1910, 1919-22; annual balance sheets for the trading profit and loss account, 1888-1918, 1923-36; inventories of stock, work in progress, work on plates and royalties, 1888-89 and 1913-21; draft table of annual trading accounts and balance sheets for 1888-1918; analysis of annual turnover, report on accounts 1930

[In two boxes]

240 Income tax and tax information, 1927-46

Excess profits tax computations for April 1939 to December 1943: report by chartered accountants Chiene & Tait; Income tax computations and reports on taxable commodities including lithographic stones and moveable property, 1927-46

241 Valuation of investments as at 7 December 1967, by Bell, Lawrie, Robertson & Co.

242 Annual statutory accounts, financial statements and statement of accounts, 1888-1984

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 1974-75; 1980-81)

[These are not official copies, but compiled from files of John C. and Peter Bartholomew]

244 Annual forecasts for the fiscal years 1970/71-1973/74; 1981 to 1985, with related memoranda

[245 not used]

246 Breakdown of sales of the half-inch of England and Wales to W. H. Smith and Son and John Walker and Co, 1891

[247-248 not used]
249-250 Visits to Duncan Street, 1889-1985


The volumes include the Royal visits, 1971 and 1976, with signatures of Prince Philip and Princess Anne. Note, the 1889 book is a photocopy of part of the original book.

[Four items]

251-274.1 Buildings and plant, 1835-1995

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 Map Strongroom plan chest drawer 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 and a letter concerning the sale of 29 Chambers Street, 16 February 1893; four small drawings relating to planned alterations at the Parkside Works, c 1890; 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 Map Strongroom plan chest drawer 9/2]

255 Ground plan (printed), sketches (two, hand coloured) by H.R. Taylor 1889, and ink drawing marked for engraving of Park Road premises, undated [In Map Strongroom plan chest drawer 9/2]
256-264 Documents relating to the Duncan Street, Loanhead and London premises, 1816-1995

[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 and correspondence and tenders for gas, electricity, telephones, dynamos, lighting, mason and joinery work, insurance, etc.

261 Documents relating to Duncan St. premises, 1909-19

Including a petition to the Dean of Guild for the purchase of the land at Duncan Street, 1909 and a detailed account from Auld and Macdonald relating to Dean of Guild petition for planned extension to the Duncan Street works

[See also Series 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, refurbishment and sale of Duncan Street premises, 1982-1998

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, Henshaw of Edinburgh signwriter designs for external plaques 1960, 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 façade for the portico.

[Oversized material in Map Strongroom plan chest drawer 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]

[Oversized material in Map Strongroom plan chest drawer 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 factory/warehouse at Loanhead, 1970-89

Conditions of contract and specifications by George Wimpey and architect's blueprints, 1970; outline of proposed extension to premises, May 1978; newspaper articles regarding closure, 1989

269 Drawings, sketches, and photographs of premises occupied by John Bartholomew (Brown Square, Parkside and Duncan Street [including Falcon Hall])

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 Street at time of sale 1995 (full sale brochure and photograph with signatures of HarperCollins staff as at October 1995). Includes a photograph of Falcon Hall showing the portico that was removed and rebuilt at Duncan Street

[In two folders; oversized items in Map Strongroom plan chest drawer 9/4]

270 Plans (layout) for proposed extension re-organisation of Duncan St. for Bartholomew/Times, undated

[In Map Strongroom plan chest drawer 9/4]

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 List of items removed from Duncan Street and deposited with J.C. Bartholomew, 1995

274.1 Wall plaques and interior and exterior wall furniture from Duncan Street, undated

Includes, plaque unveiled by Princess Anne celebrating the 150th anniversary of the firm, 1976; plaque to be unveiled by HRH the Queen celebrating the 150th anniversary of the firm, 1976 [this plaque was never used as the Queen was unwell on this occasion]; sign for Bartholomew’s book division, c 1980; alabaster globe from the Duncan Street foyer, undated

[Oversized material kept in Map Strongroom plan chest drawer 11/3 and in the copperplate safe room. See also Series 265 for proof drawings of external wall plaques]

275-484 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 almost every item Bartholomew printed for the period 1877-2002. The printing record is arranged chronologically and each sheet is annotated with the job number, date of printing and number of copies. This series has been catalogued up to 1945 with access available through the Bartholomew Archive website. Access is also partly provided by the job registers, Series 281-287.

275-279 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-February 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], c 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

[280 not used]

281-292.3 Job registers and lists, 1888-1990

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 [313-322], 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] January 1900-December 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


File includes list of old system and new system numbers and memoranda relating to the change, as well as register sheets

[In two folders]

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)

292.1 ‘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

292.2 Production programme for 30 June 1971

292.3 [untitled] Job order information, paper file, 1956-58, 1964-67

Sheets include a description of the job, some with manuscript annotations and additional information such as when the item is required. Also includes a set of orders grouped by external customer detailing information about costs and charges
293-295.2 Departmental job/work records, c 1920-93

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 Department 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 Department [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.

294.1  Blank copy of GS form No 1, the photo section job order form, c 1970


Chronological record for May 1959-June 1961 and May 1963-January 1965, with order number, customer, work [description], ‘D.man’, date started and date finished.

[In Map Strongroom plan chest drawer 9/4]


[See also staff workbooks and notebooks, Series 350-375]

296-312 Day books, 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, Series 313-322]

296  Day book no.1 June 1869-December 1874
Day book no.2 January 1875-August 1880
Day book no.3 September 1880 –March 1885
Day book no.4 1885 – [June] 1888
Day book no.1 July 1888 - December 1892
Day book no.2 January 1893 - March 1897
Day book no.3 March 1897 - April 1902
Day book no.4 April 1902 - September 1907
Day book no.5 September 1907 - March 1913
Day book no.6 March 1913 - July 1919
Day book no.7 August 1919 - December 1923
Publications Day book no.8 1924-November 1932
Publications Day book no.9 [December 1932]-1937
      First part of this volume used as a Trade Day book for 1924-32
Publications Day book March 1944 - February 1950

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]
Order and cost book January 1886-June 18[88]
Order and cost book July 1888 - December 1892
Order and cost book January 1893 - November 1897
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 manuscript 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.

[324 not used]

325-328  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.

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

326  Engraving book 1888-18[93]
327  Engraving book 1894-[1906]
328  Engraving book no.3 1906-19[23]

329-332  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 January 1899-April 1904
330  Engraving work book May 1904-December 1909
331  Engraving work book January 1910-December 1915
332  Engraving work book January 1916-February 1926

333-341  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

[342 not used]

343-346  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
Printing workbook no.4 1911-13

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

**347-348 Litho writers and colourists workbooks, 1912-25**

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’]

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)

**349-360 Staff (personal) workbooks, time books and notebooks, 1880-1961 and undated**

Notebook (‘Rechenheft’) of Friedrich Bosse, [calculations of scales?], undated

[untitled] Record of correction work on stones and plates, 1904-06

List of [complimentary?] ‘Copies of London Atlas’ in back of book

Notebook with label ‘J.B’ containing details of printing work and time taken on them, December 1913-February 1914 (mostly blank)

Notebook by James Bain on his time at Bartholomew, 1880-1890s, with covering letters

Notebooks of John Colquhoun, Patching Department, 1924-61

Volume for 1924 – [?], with many inserts, and a further 8 numbered volumes for 1929-61

[Nine items]
361-365  Notebooks of W.J. Dickson, Printing Department, 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, records stone
    number, brief description, colour(s), date ‘off’, 1932-47

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.

367-371  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

376  Details of printing machinery specifications, 1977-82

377-388  Printing orders, estimates and quotes, 1904-90

    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 January 1904-July 1906

378  Record of printing orders March 1906-March 1908
Record of printing orders March 1908-June 1910

Record of printing orders July 1910-January 1913

Record of printing orders February 1913-June 1915

Record of printing orders July 1915-June 1920

Record of printing orders August 1920-March 1924

Record of printing orders March 1924- March 1927

Record of paper given out, 1956-1967

Weekly record of paper issued January 1956-February 1968, recording OCB [order and cost book] number, work, size and weight of paper, number of reams and price per ream and total value

[Estimates], November 1960- December 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. Includes minutes from an Editorial Estimates Meeting, 1968


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

Quotes and estimates 1982-1990

Dispatch and postage records, 1888-1983

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

Dispatch Book [no.1] 1888-90

Dispatch Book no.2 1890-2

Dispatch Book no.3 1892-3

Dispatch Book no.4 1893-4

Dispatch Book no.5 1894-6

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
[409 not used]

410-412.1 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.

411 Paper book no.2 1897-1907
412 Paper book no.3 1907-15
412.1 Samples of hand-made paper sent by McLagan and Cumming c 1950

413-419 Stock books, 1888-1985

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

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.

[421 not used]
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>422</td>
<td>Work instructions and associated memoranda, external customers A-B, c.1975-1992</td>
</tr>
<tr>
<td>423</td>
<td>Work instructions and associated memoranda, external customers C, c.1976-1992</td>
</tr>
<tr>
<td>427</td>
<td>Work instructions and associated memoranda, external customers P-S, c.1976-1992</td>
</tr>
<tr>
<td>432</td>
<td>Work instructions and associated memoranda, external customers, job correspondence 2650-3299, March 1989-October 1989</td>
</tr>
<tr>
<td>433</td>
<td>Work instructions and associated memoranda, external customers, job correspondence 3300-4159, October 1989-November 1990</td>
</tr>
<tr>
<td>434</td>
<td>Work instructions, Bartholomew covers, references C-FM, 1969-93</td>
</tr>
</tbody>
</table>

438  Work instructions, stationery and advertising, 1974-1990


439.2 Work instructions, for job order numbers in the 4000’s, 1991-92

[Oversize item in Map Strongroom drawer 11/1]

439.3 Work instructions, for job order numbers in the 5000’s, 1991-92

[Oversize item in Map Strongroom drawer 11/1]

439.4 Work instructions, for job order numbers in the 6000’s, 1992-93

[Oversize item in Map Strongroom drawer 11/1]

439.5 Provisional work instructions, 1970; 1972

For both internal and contract printing work, arranged by job order number

440-459 Editorial Department (Publications programme, Editorial and Design, Computer systems), c 1920-97

[For Editorial department correspondence see Series 837-1100]

440  Bartholomew Publication programme/Group Publishing lists, 1980-90

[441 Not used]

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 Department 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.

443.1 Editorial Department work planned, 1970; 1987

Includes a list of map and atlas projects with their allocated production time, 1970; a spreadsheet detailing work planned for June, 1987, arranged by project
444-450  Map and atlas revision manuals and notes, c 1920-c 1990

444   National map series (1:100,000) revision manual and related notes, memoranda, checklists, 1973-86

445.1 Assorted documents relating to the half-inch series, c 1920-c 1970

   Includes list of sheets of the revised half-inch series of Great Britain including dates of years printed; revised half-inch series of Great Britain card index arranged by sheet number showing year printed, a list of spares and the interim half-inch Great Britain sheet numbers; full listing of the dates of publication of the half-inch England and Wales first edition; collection of papers, including correspondence, that relate to dating half-inch maps

445.2 Assorted documents relating to the Times Atlas, including research into map projections, c 1960-66; 1978-86

446   Editorial practice, including information on house styles and map revision, 1931-86 (in 2 folders)

   Folder 1 of 2 Including Bartholomew Gazetteer index system description (report by CDP) 1975, Editorial specifications, 1984, lists of house styles of place names, 1970-71, Editorial Guide, including information on map revision and the location of correction copy maps throughout Duncan Street, 1971-72 and related memoranda and notes re indexing, corrections, map covers etc.

   Folder 2 of 2 Series of memoranda regarding map revisions and objectives for the department, including a project initiation document for Bartholomew’s World Survey Atlas [working title], 1933; includes manuscript notes by John ‘Ian’ and John Christopher Bartholomew, 1953-81

   [There is further similar material in the correspondence files of J.C. Bartholomew, series 1553-1623]

446.1 Editorial source material and map alteration information, 1955-c 1990

   For map compilation and correction, particularly roads, boundaries and ferries. Includes a compilation of monthly cartographic information sheets as well as instructions on revision from satellite imagery and a guide to Bartholomew's information system

   [In two boxes]

446.2 Lists of map scales, 1960-c 1980s

   Comprehensive listings of map scales for Bartholomew map and atlas titles and contract maps and atlas titles including the Times Comprehensive and Larouse

447   Bartholomew map design manual 1984 (2 v.); includes the first draft, issued in February 1984 and related correspondence
448 Bartholomew’s Type faces (printed book of samples), 1962
449 Type size and style samples (on paper and on film), 1946-83
450 Bartholomew’s colour charts, c 1980s (1 folder and 3 volumes)

451 Data for production activities, using the Sirius computer system, 1985-1987
   [In four boxes, with Guide to system in the first box]
452 Documentation/reports on Computer system, including menu options and
   features, 1984-1994
453 Index data (paper diskettes), c.1991-92
   [In two boxes]
454 Daily data back-up files (paper diskettes)
455 Quarterly back-up directories (paper printouts), 1989
   [456-457 not used]
458 Automated Mapping System/GIS, 1981-
   Reports, memoranda, notes, published material relating to proposed introduction
   of an automated mapping system, 1981
   [In three boxesIncludes material from the files of Robin Orr and John C.
   Bartholomew]
459 Computer manuals including, MSS Menu and Associated Files, 1988; Oracle UK
   SDD Functional Decomposition Report, 1989 and Oracle Case Dictionary Report,
   [Oversize items held in Map Strongroom plan chest drawer 11/1]

460-484 Plates, stones, films, drawings and tracings: registers, lists,
   indexes and files, 1878-1984 and undated

460-473.1 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
473.1 List of steel plates compiled by John C. Bartholomew; partial listing of copperplates

474-476 Lithographic stones, c 1899-1930 and undated

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 ⅛ 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]

477-479 Drawings and films, 1933-84 and undated

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

479 [Record of issue of plates, tracings and drawings?] 1933-51

Job number, work description, initials and date
480-482 Tracings, 1910-41

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

[In two boxes]

Glass Plates, c 1960-79

483 File record of glass plates marked for destruction, c 1960s; list of glass on stone, 1979; instructions of etching transparent scribeline, c 1975

Technical Production Papers, c 1968-80 and undated

484 Memos, correspondence and manuscript material regarding the printing process

Includes, memos from Production Control and specifications and recommendations concerning paper and equipment. Includes information regarding Monotype photo lettering, the distribution of file copy maps and capital expenditure

[485-498 not used]

499-549 Staff Records, 1883-1995

[Data Protection principles may apply to this section; 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

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, notes on wage rates and increases 1922-28, a dossier of information relating to the salaries of Editorial staff, including information on salary rises and research material regarding comparative salaries in other organisations, a document which details the make-up of Bartholomew’s departments by staff hours and gender and a detailed break-down of hours of work, 1974-81

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, 1915-19; 1918; 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], 1975-79

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. 1955 and forms compiled retrospectively

522  [Geographical Department] 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 Department staff, including staff on military service from December 1940]

522.1  Correspondence, job application forms and other papers relating to staff appointments, wages and changes, 1968-86

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 regarding new appointments and related job specifications
528 Employment enquiries, 1974 - 1979
529 Employment enquiries, 1980-1988
530 Internal telephone directories, 1983-87 and undated
   Includes information regarding departments and job titles as well as staff
   changes
531 [Training and induction] Miscellaneous memoranda, circular information for
   employees, in-house training, external programs and courses, including
   management development and appraisal, c.1966-87

532-549 Unions, Pensions, Staff welfare and Social events, 1893-1995

[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
   staff wages, holidays, terms and conditions of employment, appraisals etc.,
   1959, 1976-85
   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 Miscellaneous papers relating to job descriptions, c 1984-c 1990
534 Miscellaneous papers relating to staff welfare, 1907-90
   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, 1972-78
536 Miscellaneous material relating to official Bartholomew social events, 1893-
   1996 including programs of the fourth annual soiree concert 1893, thirteenth
   annual picnic 1903 and the meal, dance and concert at Albyn Rooms, 1921; a
   poem on personnel, 1976, by A. Gilchrist, and memoranda re Christmas
   parties; invitations to the Bartholomew Spring Fling, 1995.

[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 four volumes]

542 Miscellaneous material relating to staff retirements, c. 1988-c. 89
543 Miscellaneous material relating to Union memberships, 1974-88/89

544-549 Material relating to the Edinburgh Geographical Institute Golf Club, 1929-1991
544 Minute Book (including Roll of Members and Handicaps), 1929-1939
545 Minute Book (including Roll of Members and Handicaps), 1939-1966
547 Golf Club Correspondence and memos, c. 1969-c. 90
548 Golf Club Correspondence, c. 1976-c. 1978
550 [Not used]

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

551-559 Share records, 1919-80
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 28th 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

[560 not used]

561-609 Ledgers and journals, 1864-1988

[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]]

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.
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.

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.

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)

This and the following general ledgers have customer accounts arranged by name of firm/individual, as the earlier ledgers above.

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.

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.

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.
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 c 1924 – c 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 half-inch 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

583-587  ‘Publications’, 1910-68

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

588-599  Trade, 1910-67

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’, January 1910-January 1921
600-604 Credit ledgers, 1888-1967

600 Credit ledger no.1 1888-[1900]
   With alphabetical name index to firms (including Perthes, Oliver and Boyd, George 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

605-609 Private and Impersonal ledgers, 1888-1963

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)

609  ‘Impersonal ledger ‘1938-63

Continues some of the accounts from the private ledger, including the capital accounts, wages, electricity, trade

610-616  Outside printing, 1892-1932

These individual accounts were originally parts of a bound volume (Series 610-615) or an extract from an exercise book (Series 616), and are identified only by a manuscript 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

[617 not used]

618-620  Accounting journals, 1888-1928

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)
621-652 Invoice books, 1888-1966

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
Invoice book no.8 outwards February 1908 - July 1909
Invoice book no.9 outwards July 1909 - February 1911
Invoice book no.10 outwards February 1911 - April 1912
Invoice book no.11 outwards April 1912 - May 1913
Invoice book no.12 May 1913 - June 1914
Invoice book no.13 June 1914 - March 1915
Invoice book no.14 March 1915 - February 1916
Invoice book no.15 February 1916 - April 1917
Invoice book no.16 – lacking
Invoice book no. 17 – lacking
Invoice book no. 18 – lacking
Invoice book no.19 outwards January 1920 - August 1920
Invoice book no. 20 – lacking
Invoice book no. 21 – lacking
Invoice book no. 22 - lacking
Invoice book no.23 October 1922 - July 1923
Invoice book no. 24 – lacking
Invoice book no. 25 – lacking
Invoice book no. 26 – lacking
Invoice book no.27 October 1925 - August 1926
Invoice book no. 28 – lacking
Invoice book no. 29 - lacking
Invoice book no.30 April 1928 - March 1929
Invoice book no. 31 – lacking
Invoice book no. 32 – lacking
650.3 Invoice book no. 33 - lacking
650.4 Invoice book no. 34 - lacking
650.5 Invoice book no. 35 - lacking
651 Invoice book no.36 May 1933 - February 1934
651.1 Invoice book no. 37 - lacking
651.2 Invoice book no. 38 – lacking
651.3 Invoice book no. 39 - lacking
652 Invoice book no.40 April 1936 - December 1936

653-660 Trade invoices, 1921-56
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

661-664 Balance books, 1888-1973
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
665-675  Cash books, 1885-1962

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

676-701  Cash sales books, 1888-1983

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
698 Cash sale book January-September 1981
700 Cash sale book May-November 1982
701 Cash sale book November 1982 - May 1983

**702-708 Petty cash books, 1943-80**

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
707 Petty cash book 1974-7
708 Petty cash book 1977-80

[709 not used]

710-720 Publications cash books [record customer name, account number, discount and accumulated totals], 1972-82

710 Publications cash book, April-November 1972
714 Publications cash book 1975-6
715 Publications cash book 1976-7
717 Publications cash book 1977-8
719 Publications cash book 1979-80

721-722 Cash Sales, Reception, 1973-75

721 Cash sales, Reception, January 1973-November 1974
722 Cash sales, Reception February 1975-April 1975

723-726 Cash books, 1961-76

Record payments received daily, with name, invoice number, discount and running totals

    Daily record, with name, account/invoice number and amount
725 'Cash book', July 1971-April 1972

Although using the same style of volume as Series 725 and entitled ‘Cash book’ this appears to be a postage/stamp record

727-733 Cost analysis books, 1925-60

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

734-740 Financial records: Monthly accounts, suppliers and miscellaneous/unidentified, 1967-88

734 Monthly balance sheets, January 1981-October 1985

[In two boxes]

735 Monthly profit and loss accounts, October 1968 to December 1980, July to August 1985. Not every month is present within these runs.

735.1 Monthly accounts, November 1985 to March 1988

736 Purchases journal, 1967-70 [rough record]

737 Traders’ credit from January 1969 to February 1979

[738 not used]

739 Royalties, 1981/82-1983/4; 1988: statements and related memoranda

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

[741-746 not used]
747-1816 Correspondence, 1857-2002

This sequence of material is comprised of the incoming and outgoing correspondence of the firm, departments within the firm and individual members of the company’s management. It also includes internal correspondence in the form of memos and correspondence related paraphernalia, including address books and the embossing stamp at Series 747.

747 Bartholomew logo embossing stamp for outgoing correspondence [stamp plates are worn and the stamp is now illegible] c 1970

748 Bartholomew business address book, containing the addresses of other printing and publishing firms, local government offices, private individuals etc, c 1970


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.

750-836 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.

[There was an earlier listing sequence for this series, devised by Julian Russell which has appeared in published material (see Yolande Hodson “Popular Maps” (1999). Its written form follows this formula: Acc.10222 III B10. Acc.10222 = the accession number for the Bartholomew Archive, III = the original instalment in which the item was received, B10 = the item number. When converting this system Acc.10222 III B10 is now Letter book 762, Acc.10222 III B11 would be 763 etc. Logically, Acc.10222 III B1 would equate to 753 which means 750-752 are missing from this earlier listing]

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
Letter book No 1 July 1888 - September 1889

Letter book No 2 October 1889 - September 1890

Letter book No 3 September 1890 - September 1891

Letter book No 4 September 1891 - September 1892

Letter book No 5 September 1892 - July 1893

Letter book No 6 July 1893 - July 1894

Letter book No 7 July 1894 - May 1895

Letter book No 8 May 1895 - April 1896

Letter book No 9 April 1896 - March 1897

Letter book No 10 April 1897 - March 1898

Letter book No 11 April 1898 - March 1899

Letter book No 12 March 1899 - March 1900

Letter book No 13 March 1900 - May 1901

Letter book No 14 May 1901 - April 1902

Letter book No 15 April 1902 - March 1903

Letter book No 16 March 1903 - March 1904

Letter book No 17 March 1904 - March 1905

Letter book No 18 March 1905 - February 1906

Letter book No 19 February 1906 - December 1906

Letter book No 20 December 1906 - July 1907

Letter book No 21 July 1907 - March 1908

Letter book No 22 March 1908 - December 1908

Letter book No 23 December 1908 - September 1909


Letter book No 25 June 1910 - February 1911
Letter book No 26 February 1911 - October 1911
Letter book No 27 October 1911 - June 1912
Letter book No 28 June 1912 - February 1913
Letter book No 29 February 1913 - October 1913
Letter book No 30 October 1913 - February 1914
Letter book No 31 February 1914 - July 1914
Letter book No 32 July 1914 - March 1915
Letter book No 33 March 1915 - February 1916
Letter book No 34 March 1916 - May 1917
Letter book No 35 May 1917 - July 1919
Letter book No 36 July 1919 - June 1920
Letter book No 37 June 1920 - February 1921
Letter book No 38 February 1921 - November 1921
Letter book No 39 November 1921 - June 1922
Letter book No 40 June 1922 - February 1923
Letter book No 41 February 1923 - September 1923
Letter book No 42 September 1923 - March 1924
Letter book No 43 March 1924 - August 1924
Letter book No 44 August 1924 - February 1925
Letter book No 45 February 1925 - July 1925
Letter book No 46 July 1925 - February 1926
Letter book No 47 February 1926 - August 1926
Letter book No 48 August 1926 - February 1927
Letter book No 49 February 1927 - July 1927
Letter book No 50 July 1927 - February 1928
Letter book No 51 February 1928 - September 1928
Letter book No 52 September 1928 - February 1929
Letter book No 53 February 1929 - September 1929
Letter book No 54 September 1929 - March 1930
Letter book No 55 March 1930 - October 1930
Letter book No 56 October 1930 - May 1931
Letter book No 57 May 1931 - January 1932
Letter book No 58 January 1932 - August 1932
Letter book No 59 August 1932 - April 1933
Letter book No 60 April 1933 - November 1933
Letter book No 61 November 1933 - June 1934
Letter book No 63 January 1935 - August 1935
Letter book No 64 August 1935 - March 1936
Letter book No 65 March 1936 - October 1936
Letter book No 66 October 1936 - May 1937
Letter book No 67 May 1937 - February 1938
Letter book No 68 February 1938 - September 1938
Letter book No 69 September 1938 - June 1939
Letter book No 70 June 1939 - April 1940
Letter book No 71 April 1940 - November 1941
Letter book No 72 November 1941 - October 1944
Letter book No 73 October 1944 - December 1946
Letter book No 74 December 1946 - June 1948
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

837-888 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
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>849</td>
<td>Letter book Editorial letters August 1948 - May 1953</td>
</tr>
<tr>
<td>850</td>
<td>Letter book Editorial letters May 1953 - September 1956</td>
</tr>
<tr>
<td>861</td>
<td>Letter file January-June 1964</td>
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<tr>
<td>862</td>
<td>Letter file June-December 1964</td>
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<td>863</td>
<td>Letter file January-June 1965</td>
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<td>864</td>
<td>Letter file June-December 1965</td>
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<td>865</td>
<td>Letter file January-May 1966</td>
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<tr>
<td>866</td>
<td>Letter file May-November 1966</td>
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<tr>
<td>867</td>
<td>Letter file November-December 1966</td>
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<td>868</td>
<td>Letter file January-June 1967</td>
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<td>Letter file June-September 1967</td>
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<td>Letter file September-December 1967</td>
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<td>Letter file January-April 1968</td>
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<td>872</td>
<td>Letter file April-October 1968</td>
</tr>
<tr>
<td>873</td>
<td>Letter file October 1968 - March 1969</td>
</tr>
</tbody>
</table>
Letter file March-September 1969
Letter file January-August 1970
Letter file September 1970 - May 1971
Letter file May-October 1971
Letter file October 1971 - April 1972
Letter file April 1972 - January 1973
Letter file January-August 1973
Letter file August 1973 - April 1974
Letter file April 1974 - January 1975
Letter file January-October 1975
Letter file October 1975 - June 1976
Letter file June 1976 - March 1977
Letter file March-December 1977
Letter file December 1977 - August 1978


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

Letter book No 1 August 1950 - May 1951
Letter book No 2 May 1951 - January 1952
Letter book No 3 January 1952 - August 1952
Letter book No 4 August 1952 - March 1953
Letter book No 5 March 1953 - October 1953
Letter book No 6 October 1953 - April 1954
Letter book No 7 April 1954 - October 1954
896 Letter book No 8 October 1954 - May 1955
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
903 Letter book No 15 December 1958 - August 1959
904 Letter book No 16 August 1959 - March 1960
906 Letter book No 18 November 1960 - June 1961
911 Letter book No 23 June 1963 - December 1963
914 Letter book No 26 December 1964 - September 1965
915 Letter book No 27 September 1965 - May 1966
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) 1857-2002 and undated

920  Album of autograph letters, 1857, 1869-1905 and undated

Letters to John and John George Bartholomew from various contemporaries:

Sir John Herschel, William Ewart Gladstone 1879
Sir Clément 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, 11th 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

[In a previous listing this item was numbered 115]
921-929 Incoming correspondence: personal and professional letters received by John George Bartholomew [chronological sequence], 1884-1920

Most correspondence concerns map projects or professional organisations. 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 cutting 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 Pace) 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]; invitation to the laying of the North Bridge foundation stone

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), proofs for Geddes plan of the National Institute of Geography and proof of articles and speeches by John George Bartholomew
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 8th 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, also letters from John George Bartholomew’s contemporaries raising support for his appointment as Cartographer to the King.

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, 1st Baron Tweedsmuir 1908, Arthur R. Hinks (2) 1908, Marcel Hardy 1908, Charles Sarolea (2) 1908

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. Gulland, Hew Morrison, Marion I. Newbigin, Marcel Hardy (2), William S. Bruce

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, 11th Bart. 1910 (2), George Philip 1910, E.A. Walton 1910 (letter and receipt for the National Galleries of Scotland portrait), 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

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 manuscript 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].

[In two folders. See also 58 for Letters of condolence on the death of J.G. Bartholomew]

930-975 Incoming correspondence: letters received by John Bartholomew & Co. and/or John George Bartholomew [alphabetical sequence], 1884-1920 and undated

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]


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 Hehlen, Celle, Germany

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 Department 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


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, including copies of Johnston’s forward work plans and accounts and a copy of a 1920 agreement for use of the Edina works machines by Bartholomew. Some of these papers appear to have come from the Johnston archives.

[In two folders. See also Series 948]


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; hen 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 one inch 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
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.

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.

Thomson, Joseph 1888-94 and undated [personal to 'Bartho']

‘The Times’, 1915-16

Correspondence with Lord Northcliffe and C.Howard Corbett relating to the Times atlas proposal

‘The Victoria History of the Counties of England’, 1899-1907

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

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.

971-1094 Incoming correspondence, letters received by John Bartholomew & Co./ John Bartholomew & Son, chronological sequence, 1899-1949

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 half 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
March-June 1909
July-September 1909
October 1909-January 1910
February-August 1910
September-December 1910
January-March 1911
April-May 1911
June-August 1911
September-December 1911
January-July 1912
August-November 1912
December 1912-March 1913
April-June 1913
July-September 1913
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<td>April-June 1923</td>
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Letters for 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]

[1085 not used]
1093 1947
1094 1948-9
[1095-1100 not used]

1101-1149 John Bartholomew & Son: Correspondence files, alphabetical sequence, 1916-1965

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 not used]

1109 Clarendon Press 1932-46 [regarding the Advanced Atlas (1946) and other atlases]

[1110 not used]

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

   [In two folders]

1113 Encyclopaedia Britannica: publicity material for 14th 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, organisations and clubs

1117 Half-inch England and Wales revision, 1935

   [In two folders]

1118 Half-inch England and Wales revision, 1940

   [In two folders]

1119 Half-inch England and Wales revision, 1941

1120 Half-inch England and Wales revision, 1942

1121.1 Half-inch England and Wales revision, 1946

1121.2 Half-inch England and Wales revision, 1962-63

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

   [In two 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).

1128.1 Oxford University Press, 1922-39

   Correspondence and notes relating to Indian School Atlas, Oxford Preparatory Atlas and other publications
1128.2 Oxford University Press, 1957-60

1129 Oxford Historical Atlas 1925-26

[1130-1133 not used]

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 1935-40 and 1945
   Including correspondence 1936-41 with the Publishers’ Association

1140 Ordnance Survey, 1940-45
   Correspondence file, sub-divided into subject categories, regarding some of the practical issues arising from Bartholomew’s war-time mapping for the War Office and Ordnance Survey

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, 1949
   Correspondence with governments, consuls, the Antarctic Place-names Committee etc.
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 1272-1275]

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

1148  The Times [Atlas] 1921-23, 1925-26

1149  World Survey Atlas, 1931-32 and revision 1945

[1150-1161 not used]

1162-1311  John Bartholomew & Son, Correspondence files,
alphabetical sequence, c.1944-1985

1162  "A" 1950-74

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 1948-85

1169  "B" c.1949-73,

  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 Baedecker 1950, Brendan Bracken (Viscount Bracken) 1953

1170  De Bezige Bij (Dutch Advanced Atlas), 1954-5
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.1949-77 including correspondence with Cassell and Co. 1958, Canada (various bodies), 1955-59 and Carta, 1972-77

1176 Chambers Encyclopaedia, 1961-1966

1177 William Clowes and Sons 1954-59 (regarding Times Atlas index)

1178 Confederation of British Industry 1966-69

1179 Cumberland maps, 1969-70: correspondence with McKenzie/James properties and others.

1180 Cyclists’ Touring Club 1957-64

1181 “D” c.1949-74; including letter of G.E.R. Deacon 1957, and document of F. Debenham on suggestions for an atlas suitable for advanced classes in universities


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]
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” 1949-74
[1201 not used]
1202  Geographical Magazine (maps for), 1961-69
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
1208.2 India, 1957-63

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” 1951-68; “K” 1948-74; “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), 1967-63; 1967-69

   [In two boxes]

1215 “M”, 1943-75: 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

   [In two folders. 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
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

"O" 1948-67

Including circular letters re RSGS Alan Ogilvie Memorial Appeal 1955

Oliver and Boyd 1951, 1958-60, 1967-70
Includes copy of Agreement 1958 regarding the takeover of the stock of Meiklejohn

Ordnance Survey, 1944-65

[For associated Ordnance Survey see Rights of Way]


"P" 1948-63: including George Philip and Son 1951 and 1957-8

Pears Cyclopaedia, 1960-69; Petermann's Geographische Mitteilungen 1955-9 (thanks for maps sent)

Picture Research, 1967-70 (formerly ‘Air photo’)

Place names, 1962-69

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?


Publication/production enquiries, 1957-65

Publication/production enquiries, 1965-66

Publication/production enquiries, 1966-75

Reader's Digest, 1959-60

Reader's Digest, 1961

Reader's Digest, 1962
1239  Reader’s Digest, 1963
1240  Reader’s Digest, 1964
1241  Reader’s Digest, 1965
1245  Reader’s Digest, Great World Atlas, Australian edition, 1961-70
1247  Reader’s Digest, Great World Atlas, Canadian edition, 1961-72
1250  Reader’s Digest, Great World Atlas, German edition, 1962-63
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, 1961-66
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
1263.1 Requests and thanks for maps and publications by others, 1965
1263.2 Revision other than half-inch maps, 1961-63

1264 Rights of Way (definitive map), 1964-65


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

1268 “S”, 1955-66, including Scottish Council for National Parks

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, 1947-60

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
[1279 not used]


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.

[In two boxes]

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

[1292-1296 not used]

1297 The Times Wall Map 1963–7

[In two folders]


[1300-1306 not used]


Regarding surveys and (1970) Bartholomew’s interest in the South African market

1308 Visits to firm 1959-70
Frederick Warne and Co., 1962-70

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

Yoeli, Pinhas (Technion, Israel), 1962-66

1312-1315 Correspondence files arranged by subject, 1985-91

Editorial file, 1990-91

Edinburgh Plan revision file, 1985-91

European Mapping Agencies, 1988

Translation Services file, 1987-90

[1316-1318 not used]

1319-1355 Editorial/Information Department correspondence, numbered sequence, 1970-93

Contains both letters received and copy of reply. There is also a card index to letters at the start of the sequence

Card index to Editorial Department correspondence, c.1971-1983

Alphabetically arranged by name of correspondent, with address, letter number, date and subject.

[In four drawers]

Card index to Editorial Department correspondence, c.1971-1983

Alphabetically arranged by subject with letter number, date and subject

Editorial Department, correspondence 1-2622, January 1970 to November 1971

Editorial Department, correspondence 2623-3728, December 1971 to May 1973

Editorial Department, correspondence 3729-4491a, June 1973 to February 1974
<table>
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<td>Editorial Department</td>
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<td>January to May 1977</td>
<td>Editorial Department</td>
<td>9205-9762</td>
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<td>1332</td>
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<td>November 1978-February 1979</td>
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<td>Information Department, correspondence 18319-18714, March-June 1987</td>
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<td>Information Department, correspondence 19147-19500, July 1988-April 1989</td>
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<td>Information Department, correspondence 19501-19829, May 1989-August 1990</td>
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<td>Information Department, correspondence 19830-20182, September 1990-June 1991</td>
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<td>Information Department, correspondence 20183-20559, July 1991-September 1992</td>
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<td>Information Department, correspondence 20560-20730, October 1992-May 1993</td>
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1356-1371 Bartholomew Library correspondence, chronological, with alphabetical sequences (by name of correspondent, organization or jurisdiction) within each volume, 1973-93

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<td>Bartholomew Library correspondence 6 July 1977-31 March 1978</td>
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<td>Bartholomew Library correspondence April 1978-23 April 1980</td>
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<td>Bartholomew Library correspondence 16 June 1981-31 July 1982</td>
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<td>Bartholomew Library correspondence 1 August 1982-December 1984</td>
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<td>Bartholomew Library correspondence 1985</td>
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<td>Bartholomew Library correspondence 1986</td>
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Bartholomew Library correspondence 1987
Bartholomew Library correspondence 1988
Bartholomew Library correspondence 1989
Bartholomew Library correspondence 1990-1991
Bartholomew Library correspondence 1992
Bartholomew Library correspondence 1993

**1372-1404 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]

Great World Atlas, 1974-1982
Great World Atlas, 1975–76
Readers Digest atlas projects, miscellaneous, 1969–76

Includes notes on printings and editions of the Great World Atlas

Work instructions, Readers’ Digest atlases, 1977-88
Work instructions, Reader’s Digest 12 inch, 1:100000, historical, pictorial and early Great Britain maps, 1977-88
Readers Digest Illustrated Atlas of Great Britain, 1979–81
Negotiations with Reader’s Digest regarding RD/Bartholomew liaison, 1979-83
Reader’s Digest Atlas of Norway, 1980-82
1384 Reader’s Digest Atlas of Norway, 1980-82

[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


1390 Reader’s Digest Illustrated Atlas of the British Isles and Book of British Coasts, 1981-82

1391 Reader’s Digest South Africa Road Atlas, 1981–83

1392 Great World Atlas, 1982

1393 Reader’s 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 part 1

1396 New Great World Atlas proposed core reference maps, 1982, Editor’s comments part 2

1397 Work instructions, Reader’s Digest books and maps, 1981-90 (alphabetical)

1398 Reader’s Digest Atlas of Norway: Working papers 1983-84

[In two boxes]


[1401-1403 not used]

[In two boxes]

[1405 to 1418 not used]


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, 1970-79 (unsorted)


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

1434 Working papers, Times Comprehensive and Times Concise atlases, 1974-85, development files


1436 Times Comprehensive Atlas 1975 edition: list of map plate corrections 14–22


1441 Times Comprehensive Atlas 1975 edition: correction materials plates 61–70


1446 Times Comprehensive Atlas 1975 edition: type lists for prelims and lists of future corrections

1447 Notes on map changes for Times atlases, 1975-81, arranged A-Z

1448 Notes on map changes for Times atlases, 1975-81

1449 Times Concise Atlas: correspondence and papers concerning German edition 1976–77


1455 Working papers, Times Concise Atlas, 1977-83

1456 Times Concise Atlas: correspondence and papers, 1978–82


1458 Times Atlas, comprehensive edition: correspondence and papers 1979

1459 Times Comprehensive Atlas 1979 edition: corrections and insertions


1461 Times Comprehensive Atlas 1979 edition: lists of scales; world energy statistics; French trial page


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?


1470 Correspondence with Times officials concerning Times atlases, 1980–5


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, 1983-84; 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
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
1490  Times Concise Atlas: working papers, 1990
1491  Times Atlas, comprehensive edition: working papers, 1990-91, German
1493  Times Concise Atlas: working papers, Japanese (Kodansha), 1990-94
1498  Times Concise Atlas: memos and papers, 1991-93
1499  Times Atlas, comprehensive edition: index input forms, 1992
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
1507  Times Atlas, comprehensive edition: working papers, 1993-94, German

[In two folders]

1520-1521  John (Ian) Bartholomew (1890-1962): Correspondence and papers, 1920-61

1520  Correspondence 1920, 1926-49


1521  Correspondence 1950-61


[1522-1524 not used]

1525-1540  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, 1971-88

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

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.

1541-1549.3  D.A. Ross Stewart: Correspondence and papers, 1970-88

[For an obituary of David Andrew Ross Stewart (1930-2009), former Managing Director of John Bartholomew & Son from 1968 until his retirement, refer to The Scotsman (7 May 2009)]

1541  Miscellaneous correspondence, 1970-88

1542-49 Correspondence files, (alphabetical) 1970-83


1543  B.T. Batsford, 1970-71

1544  Bollman-Bildkarten Verlag, 1970

1545  Chambers, 1982-83

1545.1  K.G. Collins/Larby, 1968-69

1546  David and Charles Holdings, 1969-70

1547  Historical Atlas of Islam, 1965-75


[In two folders]

1549  Thomson British Holdings Ltd., 1979-80

1549.1-1549.3 Correspondence files, (chronological) 1978-1980

1549.1  Copies of outgoing correspondence including a reference number for each letter, 1978-79

1549.2  Copies of outgoing correspondence including a reference number for each letter, 1979

1549.3  Copies of outgoing correspondence, 1980
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<td>1550</td>
<td><strong>Ian Kinniburgh: Correspondence and papers, 1960-1985</strong>&lt;br&gt;Incoming and outgoing correspondence and papers. Papers for 1964 refer to the International Cartographic Association (ICA) topographic map exhibition in Edinburgh.</td>
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<td>1553</td>
<td><strong>Robin Orr, Correspondence and papers, 1983-87 and undated</strong>&lt;br&gt;Incoming correspondence and papers, including text for the papers ‘The Installation of new technology in an established, traditional mapping company’, ‘Commercial map publishing: today and tomorrow’ and text for a professional biography.</td>
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<td><strong>Mike Chittleburgh, Correspondence, 1970-81</strong>&lt;br&gt;Copies of incoming correspondence</td>
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<td>1560-1662</td>
<td><strong>John Christopher Bartholomew (1923-2008): Correspondence, map project files and papers, 1931-2002</strong>&lt;br&gt;Includes incoming and outgoing, business, professional and personal correspondence. Mostly single items but there are discernible files including a visit of a staff analyst, 1962, the George Sang memorial, 1968 and possible mergers, 1968-69. Professional subjects include correspondence with L.C. King regarding a morphological map of the Oceans, 1961-62; with Nigel Allen and others regarding updating Afghanistan maps, 1970-71; with Hamish Brown regarding revision of Munro tables, 1976-1981; with Angus Macintosh regarding that University of Edinburgh Middle English Dialect Project, 1980-81 and with Perthes regarding possible future cooperation, 1985.</td>
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1589  Correspondence, 1976
1590  Correspondence, 1977
1591  Correspondence, 1978
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1593  Correspondence, 1980
1594  Correspondence, 1981
1595  Correspondence, 1982
1596  Correspondence, 1983
1597  Correspondence, 1984
1598  Correspondence, 1985
1599  Correspondence, 1986
1600  Correspondence, 1987
1601  Correspondence, 1988
1602  Correspondence, 1989
1604  Correspondence, undated

1605 Correspondence, geographical sequence, c 1950- c 1959

   This file has been arranged alphabetically by country and includes an index

1606-1629 Correspondence, alphabetical sequence, 1931-2002

These correspondence files, compiled by John Christopher Bartholomew, are
arranged into correspondence with specific individuals or companies, files that refer to
specific map projects and files that refer to cartographic and business related subjects.
They include some historical papers compiled retrospectively.

1606  Single file of incoming and outgoing correspondence, alphabetically arranged,
1607  ‘A’ including: Andemariam, 1988; 
Aguilar 1974-1982; 
l’Astrolabe, 1981 
Atlas of the Environment, 1984

1608  ‘B’ including: Lord Balerno 1980; 
JGP Baker 1974; 
Bartholomew 150 History, includes notes on publications and employees and 
map-making operations, anniversary luncheon arrangements, draft proofs of 
the history and related correspondence, 1976, also re commemorative plaque 
for EGI 1997; 
John Bartholomew Prize in Cartography 1979-1980; BCS John Bartholomew 
Award 1988-89 and 2002; 
Charles Brooker, 1989; 
Hamish Brown, 1978-81 
Buckingham Palace (maps for) 1969-85 and Royal Visits 1971, 1976; [in two 
folders] 
M.Burge 1973 

[In two boxes]

1609  ‘C’ including: Cartographic Standards and Training, 1970-84; 
China, 1968-c 1980; 
Coleman, 1980-81; 
Conferences, Exhibitions and Seminars, 1984-1985

1610  ‘D’ including: Bernard Delair, 1976-79; 
Richard Demarco, 1974-76

Edinburgh Zoo 1970-75; 
English speaking Union 1984; 
Esselte 1975-83: including their survey of geography teaching materials, 
business agreements and notes on meetings 

[In two boxes]

1612  ‘F’ including: Fairey Surveys, 1981-1983

1613  ‘G’ including: Arthur Geddes, compilation of source material relating to Geddes, 
1934-1969; 
George Chisholm, compilation of source material regarding Chisholm, 1986; 
W. Green and Son re map of shirffdoms 1978-1979: see also Covenanter’s 
map on Map projects; 
Geographical Magazine, 1972-74; 
Vera Jane Gilbert, c 1967-c 1971; 
Goodson relief maps (‘Duplitterre’ world map) 1974-80 

[In two boxes]
1614 'H' including: Hestair-Hope 1978;
Highland Fund 1970-83 [in two boxes]
Highland Regional Council, 1975;
Hunting Surveys 1974-84

[In two boxes]

1615 'I' including: Ideas, comments and criticisms, 1972-1973;
Information Systems, 1985-1986;
Institut Geographique National, 1965-1973;
International Cartographic Association, exhibition of maps, 1963
International Seismological Centre, 1974-1979;
Institut Geographique National, 1965-1973

[1616-1617 not used]

1618 'L' including: Roger Lascelles 1972-1974;
H.A.G. Lewis letters and papers 1975;
Orient Longman 1970

1619 'M' including: Macmillan, 1970-1972;
Derek Maling letters 1975;
Mason Duraflim, 1961;
Thomson McLintock 1981;
Melven Press 1980-81;
Mergers, 1979-1985;
RJ Millman (letter and map) 1971

1620 'N' including: National library of Scotland, 1971-1987;
Norwood Inglis, 1974

1621 'O' including: Oceans, Soviet Atlas of the Pacific, 1975;
Operation Drake: 1980;
Operation Raleigh (circular correspondence, notes and publications) 1983-88;
Ordnance Survey 1962-86 [much on copyright, royalties, permissions]
OUP 1963-80

[In four boxes]

1622 'P' including: Maude Parker, 1980;
Permanent Committee on Geographical Names for British Official Use,
minutes, agenda and correspondence 1936-88, 1994: also file on geographical
place names, transliteration, etc.;
Permissions 1989;
Justus Perthes, 1985
Population data, c 1970-c 1980;

[In seven boxes]
‘R’ including: Records Management, particularly with News International, 1988; Royal Society, British National Committee for Geography, Cartographic sub-committee, 1964-80

[In two boxes]


‘T’ including: Tourist Promotion Scotland, 1975

‘U’ including: University of Edinburgh, largely concerning the reproduction of a set of Cousland prints, 1985

‘W’ including: Tom Waugh, 1982-1984

[1632 not used]

1633 Memoranda, 1968-92 and undated

Personal copies of office memoranda and circular publications. They relate to the firm’s management, staff, meetings, work programmes, organizational changes, cartographic training and standards, visits, requests for information, employment appointments and social events etc, some have attachments and some are manuscript notes.

Box 1, 1968-1969
Box 2, 1970-1979
Box 3, 1980-1983
Box 4, 1984-1989
Box 5, 1990-1992
Box 6, undated
**1634-1661 Map Project Files, 1877-c 1994 and undated**

These are comprised of 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 number of projects to c.1959, the second, larger group, consists of the files of John C. Bartholomew for projects of the 1970s to 1990s.

**1634 Miscellaneous early projects, 1877-1959 and undated**

This is a collection of workbooks and paper files that refer to the following publications:

- ‘Bartholomew’s Physical Atlas, publication arrangements, lists and notes’. Contains only a note on distribution of proof prospectus, December 1895
- ‘Comparative Atlas, 45th Edition’. Notebook containing a draft lay-out of the atlas, a report on a visit to Meiklejohn to discuss the atlas and financial information, 1954
- ‘Physical Map of North America’. Rough, manuscript version of the lay-out of this title, c 1925
- A file concerning a ‘projected new Australasian clear school atlas’, including lists of maps, undated
- Notes for a minerals map, undated

**1635-1661 John C. Bartholomew’s map project and miscellaneous project files, c 1951-c 1994**

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 alphabetically, with some smaller and unidentified files grouped at the end.
1635  'A' Box 1

AA Revision Service, 1976
AA World Atlas 1976-77
Aberdeen Street Plan, 1984-85
Access for Mountain Climbers, 1984
Afghanistan, 1970
Antarctica Relief Model, Royal Scottish Geographical Society, 1984
Arnold’s Primary Atlas, 1974-1975
Atlas of Archaeology, 1970

1635  'A' Box 2

Antique Maps, 1972
Atlas of the Arab World 1979-85 [in two folders]
Avis UK/Europe map 1975-81

1636  'B' Box 1

British Airways maps 1980-82 [in two folders]
British Isles Wall Map, 1976-77 [in two folders]

1636  'B' Box 2

Atlas of the Bahamas 1975
Bartholomew Guide Books, 1976-75
Bartholomew Pictorial Maps, including World Climate, 1977
Botanical Survey of Scotland, c 1996
Boundary changes, 1981

1637  'C' including: Cambridge Street Plan, 1981
Cartographic Journal, 1973
Chambers World Gazetteer, 1986
China, 1981-1985
Climatological Maps, 1951 1972-73
County Boundary Changes, 1981
Covenanters’ Map of Central and South Scotland, 1975
Croydon Street Plan, 1979-80
Cuillins Hill Map, Scottish Mountaineering Trust, 1986-87

1638  'D' including: Dean Cemetery, 1984-87
Dictionary of Place Names, Hamlyn, 1979

1639  'E' Box 1

Atlas of Early American History, 1971
Edinburgh Plan, 1970-71
Edinburgh Zoo plan 1979
Egypt 1988-89, Lehnert and Landrock
Encyclopedia Britannica, 1980
Atlas of the Environment (2nd and 3rd), 1976-77
Environmental Studies Atlas, 1969
Environmental Wall Map of the British Isles, 1977
ERSAC/ERTS experiment, 1975-84
Esselte Maps, 1979-80
Exploration Universe Atlas; 1972-74

1639 'E' Box 2

Atlas of Europe, 1973-74

1639 'E' Box 3

Atlas of Europe, 1973-74

1640 'F' Box 1

Family Atlas of the World, 198

1640 'F' Box 2

Atlas of Finland, 1988
Football map [this folder includes photographic material, artistic material and metal club badges, all relating to Italian football clubs], 1972

1641 'G' Box 1

Garrow-Fisher Tours, route maps, 1969
Geological Maps of Scotland, facsimile copies, 1981-85
German language geographical terms, 1974
Glasgow City Plan 1979-80
Greater London Atlas 1979
Grimersta Estate Plan, 1986
Guide Map to Your Forests, Forestry Commission 1972-73

1641 'G' Box 2

Gazetteer of Britain, 1975-76

1642 'H' including: Hamlyn Geographical Dictionary/Gazetteer 1978-79
Historical Atlas of Canada, 1982
Historical Map of Edinburgh, 1980

Inflatable globe, 1977-87
International Exhibition of Geological Maps, 1988
Investment Incentives Map, 1973
Atlas of Ireland 1973-76

[1644-1645 not used]

1646 ‘L’ including: Lagos Town plan, 1982
Landscape Guide to Scotland, 1984
Larousse Atlases, 1981-82
Atlas of Libya, 1975
Linguistic Atlas of Scotland, 1976
London Plan, 1975
London Reference Atlas, 1976

1647 ‘M’ Box 1

Map Design Manual, 1984-85
Mapping of Scotland, 1971
Meridian Map, 1983
Middle East maps [including report of visit to Saudi Arabia and Bahrain by DARS] 1970-80
Middle East Year Book, 1975
Middle English Dialect Project, University of Edinburgh, 1977-81
Ministry of Defence, 1977-81
Mobil maps 1975
Moon 1971

1647 ‘M’ Box 2

Morocco Maps, 1978
Motorway Atlas of Britain, 1972

1648 ‘N’ including: National map series 1970-82
New Developments in Cartography, correspondence, minutes of meetings and assorted papers regarding this one-day event, 1982
New Towns, 1980-85
Atlas of North America, 1972
North American Relief Map, 1983
North Sea, 1972-83
Northern Lighthouse Board/Library of Commissioners for Northern Lighthouses, undated
Northern Territories Mission, Japan, 1988
Nuclear Power, 1975

1649 ‘O’ including: Oceans, undated
Operation Drake, 1977-78
Orbit One, New Geography Teaching Atlas, 1972
Oxford town plan 1979
‘P’ including: Atlas of the Pacific, 1986
Pilton Recreational Map, 1973
Polar Projection Map, National Trust for Scotland, 1975
Political Changes, 1979-81
Primary Atlas for Nigeria, 1979-82
Purnell Atlas 1975-76

[R] including: Restricted colour chart, 1972-73
Road Atlas of Europe, 1973-76

‘S’ Box 1
Saudi Arabia atlas 1978-1980
Atlas of Scotland, 1960-71
School Atlas for India, 1972
Selective Guide to England, 1979
Shellmex UK road maps 1973-1980
Map of Sherifddoms and Sheriff Court Districts, 1975-76
Solar System, with Halley’s Comet, 1985
South America Handbook, 1982
South Atlantic 1:30 million 1982
Spice of Life Maps, 1974

‘S’ Box 2
Small World Atlas 1974-80

‘S’ Box 3

‘S’ Box 4

‘S’ Box 5
Small World Atlas 1981-86

‘S’ Box 6
Statesman’s Year Book 1971-76
1653 ‘S’ Box 7

Statesman’s Year Book 1977-85

1654 ‘T’ Box 1

Thailand 1:5 million 1977
Thai international world routes 1979-80
Tidernas Atlas, 1979
Time-Life atlas 1971-73
Times Business Planning Map of the British Isles, 1976
Times World Wall Map, 1981
Touring Club Italiano 1989
Tourist Information Centre Network Map, 1979
Tourist Map of Barbados, 1980
Tourist Planning Map, 1975
Tourist Route Map of Europe, 1979
Tourmaster map of Britain, 1980-1981

1654 ‘T’ Boxes 2-5

Times Atlases, 1968 -1979

[1655-1656 not used]

1657 ‘W’ Box 1

Central Scotland Water Board, 1982
Waterstone Atlas Project, 1985
World of Animals 1972
World Ocean Atlas (Russian) 1975
World Physical Wall Map, 1988

1657 ‘W’ Boxes 2-3

World Travel Series (Arabian Peninsula, Lebanon, Nigeria, Pacific Ocean, Turkey etc) 1978-94

[1658 not used]

1659 ‘Y’ including: York town plan 1980-81

[1660 not used]

1661 Unidentified project files, 1982
1662 Appointment diaries of John C. Bartholomew 1954-87
12 volumes covering the years, 1954, 1971, 1977-78, 1981-87. The entries are limited
but some contain notes on work matters, including maps, interviews and meetings.

[1663-1700 not used]

1701-1762 John Bartholomew and Son Correspondence, arranged by
country c1988-1990

1701  Africa
1702  Australia
1703  Austria
1704  Barbados (1988)
1705  Belgium
1706  Canada
1707  China
1708  Columbia (1984-88)
1709  Cyprus (1988-89)
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 (1988-89)
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

[In two boxes]
1760  West Indies (1989-90)
1761  Yugoslavia (1989-90)
1762  Miscellaneous other countries, not listed individually above

1763-1803  **Correspondence with publishers and outlets c.1986-1990**

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
<table>
<thead>
<tr>
<th></th>
<th>Company Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1777</td>
<td>B I Publications, India</td>
<td>India</td>
</tr>
<tr>
<td>1768</td>
<td>Bharat Educational Stores, India</td>
<td>India</td>
</tr>
<tr>
<td>1769</td>
<td>British Tourist Authority, 1986-1990</td>
<td></td>
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<tr>
<td>1770</td>
<td>Cartographia, Hungary</td>
<td>Hungary</td>
</tr>
<tr>
<td>1771</td>
<td>Fr Daeniker &amp; Co, Switzerland</td>
<td>Switzerland</td>
</tr>
<tr>
<td>1772</td>
<td>Dass Media, India</td>
<td>India</td>
</tr>
<tr>
<td>1773</td>
<td>Editions du Buot, France</td>
<td>France</td>
</tr>
<tr>
<td>1774</td>
<td>Edizione Del Riccio, Italy</td>
<td>Italy</td>
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<tr>
<td>1775</td>
<td>Esselte Map Service AB, Sweden</td>
<td>Sweden</td>
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<tr>
<td>1776</td>
<td>Far East Publications, Thailand</td>
<td>Thailand</td>
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<tr>
<td>1777</td>
<td>Feroz Sons Ltd, Pakistan</td>
<td>Pakistan</td>
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<tr>
<td>1778</td>
<td>Fitzhenry and Whiteside, Canada</td>
<td>Canada</td>
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<tr>
<td>1779</td>
<td>Ganges Book Flow, India</td>
<td>India</td>
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<tr>
<td>1780</td>
<td>Geocart, Belgium</td>
<td>Belgium</td>
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<tr>
<td>1781</td>
<td>Geocenter GMBH, West Germany</td>
<td>West Germany</td>
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<tr>
<td>1782</td>
<td>Hammond Inc, USA (1990)</td>
<td>USA</td>
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<tr>
<td>1783</td>
<td>Harper and Row, USA</td>
<td>USA</td>
</tr>
<tr>
<td>1784</td>
<td>Hildebrand, Karto + Grafik, Germany</td>
<td>Germany</td>
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<tr>
<td>1785</td>
<td>Infomind Company Ltd, Hong Kong</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>1787</td>
<td>Kuwait Bookshops Co Ltd, Kuwait</td>
<td>Kuwait</td>
</tr>
<tr>
<td>1788</td>
<td>Lantmateriet Kartbutiken, Sweden</td>
<td>Sweden</td>
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<tr>
<td>1789</td>
<td>Lehnert and Landrock, Egypt</td>
<td>Egypt</td>
</tr>
<tr>
<td>1790</td>
<td>Map Marketing Ltd, UK</td>
<td>UK</td>
</tr>
<tr>
<td>1791</td>
<td>Maruzen Company Ltd, Japan and London</td>
<td>Japan and London</td>
</tr>
</tbody>
</table>
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 Scanvik 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

1804-1816 HarperCollins correspondence files, 1989-96

Correspondence including with Collins/HarperCollins agents regarding mainly purchase orders, claims etc. and regarding specific map projects. Possibly specifically the files of the office of the Export Manager.

[For related papers see Series 1820-1832]

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  HC London, Adrian Bourne (1991-92)
1816  HC correspondence, memos and project files for titles including Encyclopedia Britannica and Collins atlas titles

[1817-1819 not used]

1820-1860.1  Sales and Marketing, 1954-92

1820-1832  J.M. Cullen (Export Manager)'s Correspondence files, 1980-91
1820  J.M. Cullen (Export Manager)'s Correspondence, 1980-91

[In two boxes]

1821  Clyde Surveys, 1987-90

Includes minutes of Bartholomew/Clyde joint venture meetings, draft agreement and sales reports

[In three folders]

1822  Arab British Chamber of Commerce, 1982-1992
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, 1981-90
1831 Business travel, 1985-1990
1832 Company car, 1989-90

1833-1850 Sales, 1924-91

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. 1963-89

Includes monthly records of publication sales, February 1980-February 1982; a list of publication sale discounts for wholesalers and retailers; a computer print-out of life sales by product group, 1989; information for 1967/67. There are some gaps in these sequences.

[In two folders]

[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, 1970-1991 (correspondence, memoranda, lists, including for the book publishing programme)
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, 1981-1992
1843 Book Fairs and Exhibitions, 1972-91 including Frankfurt Book fair and London and New York exhibitions 1986-91

[In two boxes]

1844 Trade missions and reports on visits to other countries, to explore marketing potential, 1954, 1981-83, 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)

1849.1 [Notebook recording complimentary copies and marketing samples sent out], 1974-75

1849.2 List of small scale maps of the British Isles produced by Bartholomew's competitors, c 1980

1849.3 Research and development into new and existing products, 1981-82

   Includes copies of Form JB3, used for research and development of new products, 1981-82; information concerning the town plan market, 1981; market research surveys, undated


   Internal manual with useful background on the company sales and mergers that led to the establishment of BSDS

1851-1860.1 Marketing, 1968-88

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

1860.1 Memos issued by the Marketing department, 1968; 1977

Including regarding the introduction of Standard Book Numbers (SBNs) with lists of Bartholomew SBNs and an explanation of how they are composed

1861-1880  Advertising and Publicity, c 1865-1995

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 organisations, 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 electrotyping process, c.1900-15.

[Oversized items in Map Strongroom plan chest drawer 9/6]

1862  Bartholomew catalogues and lists, 1891-1993 (in 2 boxes)

Box 1 comprises Bartholomew catalogues, 1895; 1903; 1939; 1941; 1950; 1954-57; 1959; 1961-67; 1969-71; 1973-93. Includes specialist lists such as international catalogues

Box 2 comprises general and specialist lists such as for touring maps, the ½ “series, digital mapping, including draft copies, and for other Bartholomew imprints such as Angus & Robertson. Also includes advertisements and a proof copy of the 1986 catalogue. A sequence of covers from ‘Scottish Geographical Magazine’, Jan.1886-April 1922 and April 1947 forms a supplementary file, 1891-c 1990

1863  Prospectuses, covers, flyers and other publicity for Bartholomew atlases, maps and printing services, c.1865-1985

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). Bound volume of Bartholomew advertisements taken from assorted publications, c 1930-c 40; Bartholomew Maps Road to Fortune GT competition, including set of responses to slogan competition and promotional material, 1975; Bartholomew/British Airways competition results including list of prize winners and the winning slogans, 1984

[In two boxes; Oversize items are held in Map Strongroom plan chest drawer 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, letter relating to the change of partnership following the death of Thomas Nelson 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, 1922-97

Includes Copies of ‘Romance of the Map’ (1922) and posters produced for the dedication of the Edinburgh Geographical Institute (1997)

[Oversized items kept in Map Strongroom plan chest drawer 9/6]

1867 Posters advertising Bartholomew maps, undated

Include Readers’ Digest Atlas of the World (2), Bartholomew’s revised ½” contoured maps (2 copies), General map of Scotland, Reduced Survey maps for England, Scotland and Ireland, ½” GB and ¼” 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 kept in Map Strongroom plan chest drawer 9/7 and one broken glass sign in 9/8]
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 kept in Map Strongroom plan chest drawer 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 kept in Map Strongroom plan chest drawer 9/7]

1870 Bartholomew map exhibitions: catalogues (lists of exhibits) and related notes and correspondence, 1916, 1967-80.


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, radio [television?] programs and photographic material

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; correspondence and review of ‘Peeling the Orange’ a BBC Radio Scotland programme about cartography, 1997; Introductory information for feature set no. 358, 'Making Maps for the World', a Central Office of Information, British Official Photograph collection, 1950 [see also 1901, box 1 and 2 which may contain some of the photographs from this publication]

1874 Proof and draft material for the Leslie Gardiner publication “Bartholomew 150 Years” (1976)

[Some oversized items are kept in Map Strongroom plan chest drawer 9/8]

1875-1880 Advertising material, prospectuses of other map publishing and printing firms, c.1874-1981

Prospectuses, advertisements for and lists and reviews of maps published by others

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.1982


[In two boxes; Oversized items are kept in Map Strongroom plan chest drawers 9/8 and 11/4 – the items in 11/4 have been digitised under DOD ID 74466727]

1878 [Advertisements, prospectuses] 'Foreign specimens'], c.1878-1911

1879 Ordnance Survey advertisements, publications lists and publications, and reports 1864, 1891-1984, 1995

Including 1892 calendar and mounted copy of poster advertising maps.

[In two boxes]

1880 Album of illustrated commercial advertisements, mainly German, c.1868-93

1881-1899.1 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

1884.1 Folders of reviews of Bartholomew atlases collated from Australasian sources, 1979


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, includes a manuscript transcription of a review of the Atlas for South African Schools

[In two boxes]

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 item kept in Map Strongroom plan chest drawer 11/2]

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 item kept in Map Strongroom plan chest drawer 9/8]

[1895-1896 not used]

1897  Scrapbook of printed material and newspaper cuttings relating to the Bartholomew firm, c.1960-68: Compiled retrospectively for a celebration or commemoration?

[Oversized item kept in Map Strongroom plan chest drawer 9/8]
1898  Album of cuttings relating to Bartholomew, 1971-89

[Oversized item kept in Map Strongroom plan chest drawer 9/8]

1899  Album of newspaper cuttings (general), 1898-1900

1899.1 Newspaper cuttings (loose) c 1970-c 1988

Arranged into folders by subject, such as roads, tunnels and bridges. Folders also include some additional materials such as correspondence, memos and copies of maps.

1900-1908 Photographs, 1880-1990

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 Junior (1888 and undated) [four studio photographs, 1888; two drawings by KA, based on a photograph]

John George Bartholomew (1888-1960) [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 – in SR drawer 9/4]

John Ian Bartholomew, (1940-54 and undated) [studio portraits (1954); receiving the Scottish Geographical Medal of the Royal Scottish Geographical Society from Dr. Douglas A. Allan (1954); photographs for The Central Office of Information (1950); in his office for The Scotsman, (undated); ink sketch by KA (1940)

Peter Bartholomew, (undated, 1960s?)

August Petermann, (undated), and others, unidentified

[Oversize items are in Map Stongroom plan chest drawer 9/5]

1901  Bartholomew/EGI personnel [in work situation], 1895, 1911, 1940, c.1950-80, (in six boxes). Box 1 and 2 may contain some photographs taken for the Central Office of Information, British Official Photograph, feature set no. 358,
'Making Maps for the World', further information on this title can be found in 1873.

Box 1 comprises a mixed set of black and white photographs of Bartholomew staff performing work tasks, in Duncan Street, c 1940s-60s

Box 2 comprises a mixed set of black and white photographs of Bartholomew staff performing work tasks, in Duncan Street, c 1940s-60s

Box 3 comprises three photographs, one of the engravers, 1911 and one of the draughtsmen, 1895 (2 copies)

Box 4 comprises a mixed set of colour photographs of Bartholomew staff performing work tasks, in Duncan Street, c 1960s-80s; 2 colour photos of Magnus Magnusson; 1 colour photo of Margaret McLuckie (sales); J Palmer’s retirement presentation; 2 colour photos of D. Smith and 2 colour photos of D Ross-Stewart at Hestair-Hope exhibition

Box 5 comprises 1 black and white photo of Keith Lloyd, pre 1979; black and white photo of W Sunderland; 9 black and white photos of Tommy Cameron’s retirement; M Chittleburgh, 1980; 12 black and white photos of A Wainwright; black and white photo of John Cullen; black and white photo of accounts office c 1963; staff of 1979; the Royal visit; 1 black and white photo of Alec Gilchrist; black and white photo of Colin Kirkwood; 8 black and white photos of D J Whyman and miscellaneous black and white photos of sales force

Box 6 comprises photographs of the visit of Princess Anne to Duncan Street, 1971

[Includes two oversize items in Map Strongroom plan chest drawer 9/4]

1902 Bartholomew staff outing photographs

Two photographs of the 10th annual picnic of EGI employees at Elie, 1899; one photograph of the EGI Annual Excursion to Arniston, July 1891 [annotated by John George Bartholomew and taken by James Bain, apprentice draughtsman]

[Includes one oversize item in Map Strongroom plan chest drawer 9/5]

1903 Edinburgh Geographical Institute Golf Club outings, 1933-37, c. 1970’s (including negatives). Gullane 1933, winners of President’s Quaich for 1929-33; West Linton, 1934, 1935 and 1937; undated photos of President’s Quaich award for c. 1970’s

[In two boxes]

1904 Bartholomew personnel, 1969-90 (only some identified, many not dated)
Some formal portraits of individuals but mainly informal at Company functions.

1906 Dutch edition of The times Atlas launch (album)
1907 Miscellaneous photographs, c 1880-1920

Includes three photographs of German cartographic and printing firms including, Myers' Bibliographische Institute, c 1880; a set of images relating to the Scottish National Antarctic Expedition of 1902-04, particularly of the “Scotia” and crew, including later reproductions made by the Royal Scottish Geographical Society, c 1902-84.

1908 Lantern slides, projector slides, c 1950-80

Miscellaneous slides mostly of modern and facsimile maps and assorted map projections. Includes 19 glass slides used in a lecture by John 'Ian' Bartholomew, given to the RSE on 10 January, 1949.

1909-1920.3 Bartholomew Library, c 1911-90

1909 Card index of UK road schemes, arranged by road number, used in the map compilation process, c 1975

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, 19th 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.

1913.1 [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

1913.2 [Bartholomew Library map list]

List of maps and atlases in the Bartholomew Library arranged by shelfmark. Compiled in the 1960s with map dates spanning c 1906-c 1967
1914.1 [Bartholomew Library map list]

Alphabetical list, with number and location. Some with dates received (range from 1929-56)

1914.2 [Bartholomew Library map list]

Alphabetical list, with number and location. Compiled in the 1960s with map dates spanning c 1860-c 1968

1915 [Bartholomew Library map accession list], 1939-42

Arranged chronologically, followed by an alphabetical listing by title/area, with map number and location.

1916.1 Recent additions/new accessions to the Library, 1973-87 (gaps)


Compiled from file copies of John C. and Peter Bartholomew.

1916.2 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

[Includes confidential papers regarding staff: Data Protection Act rules apply]

1918 Correspondence, memoranda, lists relating to the Library and sale of stock, 1982-84. John C. Bartholomew’s copies.
[Includes confidential/personal material: Data Protection Act rules apply]

1919 ISBN lists, 1979-1990 (1 folder and 4 binders)

Separate volumes for Bartholomew, Geographia and Collins Longman titles

[Five items in total; oversized material kept in map strongroom drawer 11/2]

1920 Bartholomew library shelf lists, c 1950s

[Oversized material kept in Map Strongroom plan chest drawer 9/8]

1920.1 Bartholomew library slip indexes, c 1970s

Arranged by physical location including attic and upper mounting room, with some loose, unsorted material

[Ten items in total; nine binders and one box]
1920.2 Bartholomew library card indexes, c 1970s

Arranged by country but limited to Scotland, South Africa and Africa

[In two boxes]

1920.3 Miscellaneous Bartholomew library indexes and lists, c 1940-c 1965

Includes a card index of annual reports and yearbooks; draft listing arranged by shelf

1921-1925 Bartholomew and HarperCollins in-house publications, 1971-90

1921 In-house news magazines, 1971-91


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 and notices of the Royal Warrant Holders Association, relating to the appointment, Series 927, 1033 and 1089]
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
7. Copy of a certificate of appointment of Colin Kirkwood, trading as John Bartholomew and Son, Ltd as Suppliers of Maps to Her Majesty, 21 January 1988

[Oversized items kept in Map Strongroom plan chest drawer 10/1]

1927-1930 Book publishing, 1972-96

This material relates to Bartholomew’s book publishing activities of the 1970s to 90s. At this time, Bartholomew expanded their printed output to include the publishing of non-cartographic factual and reference books.

1927 Memoranda of Agreement, 1972-81

Contracts drawn up between Bartholomew and authors of non-cartographic, factual and reference books.

[In two boxes; Includes confidential papers and Data Protection Act rules apply]

1928 Book Proposals, 1990

1929 Book Manuscripts, 1962-1996 and undated

1930 Book Proof Copies, 1983 and undated

Includes a selection of photographs of antiquarian maps compiled for ‘Antique Maps for the Collector’

[In two boxes]
1940-1943 Bartholomew’s Gazetteers and Geographical Dictionary, 1877-88 and undated

1940  Bartholomew’s Geographical Dictionary, c.1877-88

Corrected manuscript sheets of a 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. Partial run, covering place names from A-Nye only.

[In six boxes]

1941  French, German and Italian material for a general Gazetteer. Partial run, covering place names from Bos-Len only. Undated

[In two boxes]

1942  Revising lists for a general Gazetteer:‘revised by Groome up to B’. Partial run, covering place names from A-Nec only. Undated

1943  Manuscript sheets for a gazetteer of places in Australia and New Zealand. Papers either represent a partial run of a gazetteer of the world or a specific Gazetteer of Australia and New Zealand. Undated