

**REPOSITORY ARCHIVES**

**COUNCIL ON BOTANICAL AND HORTICULTURAL LIBRARIES**

**TITLE:** Council on Botanical and Horticultural Libraries (CBHL)  
Records

**SIZE:** 11.5 linear feet. (10 boxes)

**DATES:** [bulk dates] 1969-2008

**ACCESS:** Unrestricted

**SOURCE:** Transfer

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**PROCESSED BY:** Susan Fraser, CBHL Archivist  
Revised April 2009

## **Historical note**

The Council on Botanical and Horticultural Libraries (CBHL) was formed to initiate and facilitate communication between persons and institutions concerned with libraries of botanical and horticultural literature.

Its origins can be traced to a conference held in Boston convened by the Massachusetts Horticultural Society on November 13, 1969. This first conference, attended by forty delegates representing more than 20 institutions from the eastern United States, was in response to the felt need to bring together institutions and individuals concerned with the development and maintenance of these libraries in an organized, though loosely structured, forum. The goal was to create a society to share information, discuss problems of mutual concern, and collectively work toward solving problems each faced individually and often ineffectively.

The Council on Botanical and Horticultural Libraries was formally organized at the Second Conference of Botanical and Horticultural Librarians held at the Hunt Botanical Library in Pittsburgh, Pennsylvania, April 24-25, 1970. It was decided that the governing body would be a secretariat of three.

This form of management continues today with only a few changes. The secretariat has become a board of directors with four members serving staggered four year terms, and positions of secretary and treasurer were added. All serve without financial remuneration. An Annual Meeting is held at the site of one of the institutional members and is usually held in the spring. It includes a business meeting and a varied program of subjects addressing common interests.

At an institutional level, CBHL offers consultation, workshops, and other training programs for members of library staffs; organize and develop cooperative programs such as coordinated acquisitions, shared or centralized cataloging, and the development of union lists/catalogs. Individual members within the botanical-horticultural library field have the opportunity to actively participate in the collective efforts of the organization. CBHL also publishes a Newsletter through which members are advised of significant events in other institutions. Lists of duplicate titles offered for sale from the collections of member libraries are regularly circulated.

CBHL brings together many specialized libraries and their librarians from the North American and international community. Membership in the Council of Botanical and Horticultural Libraries is open to botanical and horticultural libraries of both public and private institutions. Individual membership is available to librarians, interested persons from the horticulture and botany professions, and others who share this interest.

## **Scope and Content**

The Council of Botanical and Horticultural Libraries Records document the organizational history and activities of this professional association, dedicated to the field of botanical and horticultural literature and libraries. These records encompass the organizations records from its inception in 1969 as well as more current records transferred to the archives on an irregular basis. These records are indicative of the continuing and evolving scope of professional interests addressed by CBHL as well as its steady international growth. The records are divided into 5 series and were transferred in several intervals from 1970 to the present.

The records include business files, financial records, membership lists, correspondence and memoranda, annual meeting activities, newsletters and photographs.

## **Series Descriptions**

**Series 1: Business records. 1969-**

**Series 2: Correspondence and memoranda. 1969-**

**Series 3: Membership records. 1969-**

**Series 4: Annual meetings. 1969-**

**Series 5: Publications. 1972-**

**Series 6: Memorabilia.**

**Series 1: Business records. 1969-  
Arranged alphabetically**

This series describes the development of the Council on Botanical and Horticultural Libraries from the recommendations of the Study Committee, through the establishing of a Board of Directors, Executive Council, and Officers of Treasurer and Secretary. It includes the 1969 Secretary's Report, working drafts of the CBHL history; philosophy and purpose; report and recommendations of the Study Committee; Constitution, Bylaws, and Articles of Incorporation; first listing of members from 1969-1972; 7 inch reels of audiotape recording proceedings of the Annual Meetings, and color slides documenting the first 25 years. The Treasurer's records contain bank statements, financial reports of income and expenditures, requests for printing and their related costs, and correspondence with both vendors and CBHL members. This series also contains minutes of meetings from 1970's onwards as well as the files on committee activity and strategic planning.

**Series 2: Correspondence and memoranda. 1969-  
Arranged chronologically**

This series contains personal and professional correspondence and memoranda relating to the business of the organization as well as that of a more general nature and includes

bibliographic inquiries and letters seeking career advice. There is some overlap with other series in that issues related to membership, dues, mailings, and plans for forthcoming annual meetings are raised.

**Series 3: Membership records. 1969-  
Arranged chronologically**

This series contains both working and final lists of institutional and individual members, from 1971 onward and includes membership rosters, lists and published directories of CBHL members. This series documents both the vitality and fluidity of an important professional voluntary association. The series also includes membership brochures and application forms that show an increasing awareness and sophistication in recruitment and retention.

**Series 4: Annual meetings. 1969-  
Arranged chronologically**

This series documents all CBHL Annual Meetings from 1969 to the present. It includes correspondence, agenda and minutes of the business meetings, agendas for the general sessions, committee reports, program materials and presentations, and registration packets often containing maps, detailed information about accommodations and places of interest in the host city, descriptive and bibliographic materials from the host institution.

**Series 5: Publications. 1972-  
Arranged chronologically**

This series includes special topical bibliographies; the *CBHL Nursery and Seed Catalog Directory of Collections* and the organizations newsletter from 1972 to the present.

**Series 6: Memorabilia**

This series includes several tote bags for attendees at CBHL annual meetings (scattered), mugs, pins or other memorabilia.

**Container List**

**BOX 1 Series 1: Business records**

Archive transmittal letters, 1976-1999, 2005  
Brochures and CBHL background  
By-laws, 1973  
By-laws, 1995  
By-laws revision, 2004

By-laws revision correspondence and memos, 2004  
By-laws 2006  
Certificate of Incorporation, 1973, 2001  
Certificate of change –designated agent  
Ebsco contract  
Insurance, 1999-2003  
Internal Revenue Service (IRS), 1992-1993  
ISSN (National Serials Data Program) Application for electronic newsletter, 2003  
Logo (CBHL Graphics)  
Meeting manual, 1998  
Photo – Group shot, undated  
Procedures manual, 1997  
Procedures manual, updated, 2003  
History, “The First 25 Years” (2 folders) slides  
*Some History and Philosophy* – Isaacson and Kaye  
**Financial records**  
Financial ledger, 1971-1993 (bound)  
Financial ledger, 1994-2000 (bound)  
Financial statements, 1971-2001 (scattered)  
Audit report, 2004  
**Minutes**  
Board meeting, 1970-1978  
Board meeting, 1986-1989

**BOX 2            Series 1: Business records (continued)**

Board meeting, 1990-1999  
Board meeting, 7/14/01 – 6/18/04  
Business meeting (annual meeting), 1970-1984  
Business meeting (annual meeting) 1985-1999  
Business meeting (annual meeting) 2000-2004  
**Committee files**  
General, 1998-2001  
Computer consortium, 1992-1994  
Documentation Strategy  
GAC (Group Accessibility Consortium)  
Nominating procedure, 2004  
Publications, 1999-2001  
RAPAC (Resource Assessment for Preservation and Access), 2002-2001  
Study committee, 1969-1970  
**Subject files**  
Cooperative microfilming  
EBHL (European Botanical and Horticultural Libraries), 2001, 2003  
Great Britain tour, October, 1989  
Hunt proposal, 1970  
International Biological Congress, 1987, 1999

International Internet Association, 1994-1995

Lectures and papers

Long, Charles award

Oberly, Eunice award, 1979-1993

Union List of Serials

Web site, 1998

Web site – disk

**Strategic Planning**

Correspondence and memoranda, 1998-2001 (5 folders)

Vote, 2001

**Surveys**

1973

1978, 1988

1995

1998, 1999, 2004

**BOX 3            Series 2: Correspondence and memoranda, 1969-2006**

1969

1970

1971 (2 folders)

1972

1973

1974

1975

1976 (2 folders)

1977

1978

1979 (2 folders)

1980

1981

1982

1983

1984

1985

1986

1987

**BOX 4            Series 2: Correspondence and memoranda, 1969-**

1988

1990

1991

1992 (2 folders)

1993

1994 (2 folders)

1995  
1996  
1997  
1998  
1999  
2000 (3 folders)  
2001  
2002  
2003  
2004

**BOX 5**            **Series 2: Correspondence and memoranda, 1969-**  
**Series 3: Membership, 1969-2008**

**Series 2: Correspondence and memoranda, 1969-**

2005  
2006  
2007

Undated

**Series 3: Membership, 1969-**

Memoranda

Membership cards

**Directories**

1969-1972

1972-1981

1983

1985,1986,1988,1989

1991-1992

1993-1994

1994-1995

1995-1996

1996-1997

1997-1998

1998-1999

1999

2000

2001

2002

2003

2004

2005

2006 + Compact disk of membership database

2007

Compact disk- 1995-2004 database; Master 2008 FileMaker

Undated

**BOX 6            Series 4:            Annual meetings. 1969-2009**

Background

Annual meeting Invitation letters -

Meeting manual, 1986, 1987, 1988, 1990, 1995

Massachusetts Horticultural Society, Boston, 1969 (I)

Hunt Botanical Library, Pittsburgh, 1970 (II)

New York Botanical Garden, New York, 1971 (III) (2 folders)

Smithsonian Institution, Washington, 1972 (IV)

Civic Garden Center, Toronto, 1973 (V)

Garden Center of Greater Cleveland/Holden Arboretum, 1974 (VI)

Missouri Botanical Garden, St. Louis, 1975 (VII)

Longwood Gardens, Philadelphia, 1976 (VIII)

Morton Arboretum, Chicago, 1977 (VIX)

Denver Botanic Gardens, Denver, 1978 (X)

University of Minnesota Landscape Arboretum, Minneapolis, 1979 (XI)

New York Botanical Garden, New York, 1980 (XII)

Strybing Arboretum, San Francisco, 1981 (XIII)

National Agricultural Library, Washington, 1982 (XIV)

Cherokee Garden Club, Atlanta, 1983 (XV)

Morton Arboretum, Chicago, 1984 (XVI)

Plant Research Library, Ottawa, 1985 (XVII)

Rancho Santa Ana Botanical Garden, Claremont, 1986 (XVIII)

Botany Library, University of North Carolina, Chapel Hill, 1987 (XVIX)

Hunt Botanical Institute, Carnegie-Mellon University, Pittsburgh, 1988 ((XX)

Missouri Botanical Garden, St. Louis, 1989 (XXI)

Desert Botanical Garden, Phoenix, 1990 (XXII)

New York Botanical Garden, Brooklyn Botanical Garden, Horticultural Society of New York, New York, 1991 (XXIII)

Botany Library, Ohio State University, Columbus, 1992 (XXIV)

Center for Urban Horticulture, University of Washington, Seattle, 1993 (XXV)

Santa Barbara Botanical Garden, Santa Barbara, 1994 (XXVI)

Morton Arboretum and Chicago Botanical Garden, Glencoe, 1995 (XXVII)

Botanical Research Institute of Texas, Forth Worth, 1996 (XXVIII)

Montreal Botanical Garden, Montreal, 1997 (XXIX)

Harvard University Botany Libraries and the Arnold Arboretum Library, Boston, 1998 (XXX)

**BOX 7            Series 4:            Annual Meetings (continued)**

Rio Grande Botanic Garden, Albuquerque, New Mexico, 1999 (XXXI)

National Agricultural Library, Washington, D.C. 2000 (XXXII)

Denver Botanic Gardens, Denver, Colorado, 2001 (XXXIII)

California Academy of Sciences, San Francisco, 2002 (XXXIV)

New York Botanical Garden, Brooklyn Botanical Garden, Horticultural Society of New York, Planting Fields Arboretum. 2003 (XXXV)  
Hunt Institute for Botanical Documentation, Pittsburgh, PA 2004 (XXXVI)  
Pennsylvania Horticultural Society, Philadelphia, PA 2005 (XXXVII)  
Los Angeles County Arboretum, Huntington, Rancho Santa, Los Angeles, CA 2006 (XXXVIII)  
Lloyd Library and Museum, Cincinnati, Ohio 2007 (XXXIX)  
Frederik Meijer Gardens & Sculpture Park, Grand Rapids, Michigan 2008 (XXXV)  
Missouri Botanic Garden, St. Louis, MO 2009 (XXXVI)

**BOX 8          Series 5:          Publications. 1972-2009**

**Publication correspondence and memoranda**

CBHL Newsletter, correspondence and memoranda (2 folders)

Nursery and seed catalogs, correspondence and memoranda (2 folders)

Plant bibliography correspondence and memoranda

Plant bibliographies #1-6 (bound)

Number 1: *Desert Gardening*, Gerard McKiernan, January, 1978

Number 2: *Vegetable Cookery*, Diane Schwartz, July 1978

Number 3: *Edible Wild Plants*, Diane Schwartz, July, 1978

Number 4: *Botanical Crafts*, Eileen Schofield, January, 1983

Number 5: *Dyes from Plants*, Thomas Zanoni, Eileen Schofield, 1983

Number 6: *Endangered Plant Species of the World and their Endangered Habitats*, Meryl Miasek, Charles Long, 1985

Plant bibliography #7: *Cooking with Vegetables, Flowers and Fruits*, Eileen Schofield, 1988

Plant bibliography #8: *Children and Gardens*, an annotated bibliography of children's garden books, 1829-1988, Heather S. Miller, 1990

*Nursery and seed catalogs: a directory of collections*, revised, 1990

*Newsletters*, 1972-2009

#1: 1972

#2: 1972

#3: 1972

#4: February, 1973

#5: June, 1973

#6: November, 1973

#7: January, 1974

#8: March, 1974

#9: May, 1974

#10: November, 1974

#11: January, 1975

#12: March, 1975

#13: June, 1975

#14: October, 1975

#15: February, 1976

#16: June, 1976

#17: October, 1976  
#18: February, 1977  
#19: May, 1977  
#20: October, 1977  
#21: March, 1978  
#22: August, 1978  
#23: December, 1978  
#24: April, 1979  
#25: July, 1979  
#26: March, 1980  
#27: August, 1980  
#28: January, 1981  
#29: June, 1981  
#30: October, 1981  
#31: February, 1982  
#32: August, 1982  
#33: February, 1983  
#34: July, 1983  
#35: January, 1984  
#36: August, 1984  
#37: February, 1985  
#38: August, 1985  
#39: January, 1986  
#40: March, 1986  
#41: August, 1986  
#42: December, 1986  
#43: February, 1987  
#44: June, 1987  
#45: September, 1987  
#46: January, 1988  
#47: September, 1988  
#48: February, 1989  
#49: August, 1989  
#50: May, 1990  
#51: October, 1990  
#52: August, 1991  
#53: March, 1992  
#54: August, 1992  
#55: January, 1993  
#56: September, 1993  
#57: January, 1994  
#58: July, 1994  
#59: Fall, 1994  
#60: Spring, 1995  
#61: February, 1996  
#62: April, 1996

#63: August, 1996  
#64: November, 1996  
#65: February, 1997  
#66: April, 1997  
#67: August, 1997  
#68: February, 1998  
#69: May, 1998  
#70: July, 1998  
#71: November, 1999  
#72: February, 1999  
#73: April, 1999  
#74: July, 1999  
#75: November, 1999  
#76: February, 2000  
#77: April, 2000  
#78: July, 2000  
#79: November, 2000  
#80: March, 2001  
#81: June, 2001  
#82: September, 2001  
#83: November, 2001  
#84: February, 2002  
#85: June, 2002  
#86: September, 2002  
#87: December, 2002  
#88: February, 2003  
#89: May, 2003  
#90: August, 2003  
#91: lack  
#92: February 2004  
#93: May 2004  
#94: August 2004  
#95: November 2004  
#96: February 2005  
#97: May 2005  
#98: August 2005  
#99: November 2005  
#100: February 2006  
#101/102: May/August 2006  
#103: November 2006  
#104: February 2007  
#109: May 2008  
#110: August 2008  
#111: November 2008  
#112: February 2009

## **PROVENANCE**

The New York Botanical Garden is the official repository for the Records of the Council of Botanical and Horticultural Libraries. Records are transferred to the Archives periodically from the Council's Officers and from the general membership.