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CORRESPONDENCE

Number of letters written during <u>1936</u>	(approx)	4,816
" " " " <u>1937</u>	(approx)	7,348

Analysis of 1937 Correspondence:

Letters written by Dr. Saxl	(approx.)	1,020
" " " Bing	"	1,650
" " " Drs. Wind and Wittkower (mainly Journal)	"	1,500
" " " Library	"	1,200
" " " Secretariat etc.	"	2,000

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Warburg Institute Library Assistants:

Miss T. Sittig:

from March, 1934 to 1st September, 1937
(full-time paid assistant from
1st August, 1936 until 1st Sept. 1937)

Miss J. Tracey:

from January, 1936 to 17th August, 1936
(Voluntary)

Miss M. Lyons:

from 20th January, 1936 to 22nd November, 1937.

Miss J. Herz:

from 24th November, 1937 to
(Voluntary)

Miss D.K. Forsythe:

from 1st January, 1938 to

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The following books were lent to readers through the medium of the National Central Library:

1935-36:	49
1936-37:	179
1937-38:till to-day (Febr.16th 38)	142

Books were borrowed from the Prussian State Library as follows:

1936	51
1937	87

and from University Libraries as follows:

Göttingen	1
Kiel	1
Heidelberg	2
Freiburg i.B.	1
Hamburg	4
Königsberg	1

Manuscripts were borrowed from the University Library, Leyden, the National Library, Vienne and Treviso.

Very important old prints ^{books} were lent by:

Bibl.nat.Paris	1
Edinburgh, Univ.Lib.	1

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Library of the Warburg Institute, 1936-37.

I. The accessions to the Library were as follows:

	<u>1936.</u>	<u>1937.</u>
Books:	1564	1433 <i>< 133 vol. war ></i>
Periodicals and continuations:	1788	208
	<u>1742</u>	<u>1645</u>

Details of books:

	<u>1936</u>	<u>1937</u>
Secondhand:	385	414
Presented:	183	112
Bibliography:	97 (Value £65)	73 (£57)
Exchange:	22	22

~~In 1937 received, in addition, the bequest of the Selver Library
of 1937 volume~~

Details of periodicals:

	<u>1936</u>	<u>1937</u>
Exchange:	8	10
Presented	2	-

In 1936 we added the following sets of special periodicals to the Library:

Archivio Storico Lombardo.

Zeitschrift *für* christliche Kunst

Die christliche Kunst.

In this year we added also a number of rare publications on the history of the Italian humanism, and another set on the religion of the primitives.

In 1937 we added publications on medieval legend and fable, on Greek mythology, ~~and~~ on the history of the ancient astrology. and particularly on the history of cartography. (These came from the library of the late Professor Sieglin, one of the leading authorities on ancient geography.)

Two bequests were received in 1937, namely, the library of the late Professor Selver, which is mainly concerned with the history of philosophy and of the Jewish religion, and has about 2,500 volumes, and the library of the late Dr. Hans Michalski, about 200 volumes, which deals chiefly with the history of art.

Books, etc., lent and borrowed:

The total number of readers from Jan. 1st to July 16th, 1937, was 1,746.

The number of books on loan at present (Feb. 16th, 1938) is 962, lent to 219 borrowers.

The conditions in the Book-bindery, which were rather unsatisfactory until 1936, have greatly improved since then owing to the addition to our staff of an assistant book-binder. 583 volumes were bound in 1937 as against 217 volumes in 1936, and we hope that by the end of this year the number of books bound will have been raised to ~~300~~ 900.

As regards the binding of periodicals, ^{and continuations} we shall be up to date by the end of this year. In view of this fact we shall be able to tackle the big task of binding the 3,000 unbound volumes ~~of the year 1929-1936~~, a task which will ^{the binding} certainly occupy us for about three years.

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PHOTOGRAPHIC STUDIO

Enlargement of Collection:

Several thousand Leica photographs, mainly from the Print Room of the British Museum, of hitherto unpublished material have been taken.

Two donations: 1) From the Victoria and Albert Museum, about two thousand photographs of medals, tapestries etc. 2) From the Courtauld Institute, about 1500 illustrations and photographs in iconographical order.

Collaborators:

Dr. Adelheid Heimann twice weekly, with expenses paid.

Miss Christina Bevan, Mrs. Gronau and Mr. William Wells, all voluntary workers.

Classification:

Elaboration, mainly of the secular and mythological sections of the iconographical catalogue, which contains altogether about 10,000 reference cards.

Special Research:

Preparation by Mr. Wells of the Courtauld Institute of his thesis on typology, using the material in our collection.

BRITISH FUND 1937

<u>INCOME</u>	<u>£</u>	<u>EXPENDITURE</u>	<u>£</u>
Courtauld	5,500.	Books, periodicals, continuations	480.
Rockefeller	208.	Bookbinding	138.
		Photographs	202.
		Staff	4212.
		Extra typing work	37.
		Maintenance, including electricity, telephone, stationery, postages, fares, insurances, small expenses	594.
		Balance 1938	45.
	5,708.		5,708.

CONTINENTAL CONTRIBUTION 1937

<u>INCOME</u>	£	<u>EXPENDITURE</u>	£
	1,000.	Publications, lectures, etc.	629.
		Grants and travelling expenses	264.
		Removal	46.
		Books	50.
		Balance 1938	11.
	1,000.		1,000.

An additional sum of RM.10,000 was spent on German books and an additional sum of RM.2,500. on publications.

RESERVE 1936 FOR 1937

RESERVE

£

620.

620.

SPENT ON

£

Rent Thames House
first half of 1937

420.

Removal to Imperial
Institute

200.

620.

SAVING IN 1937 THROUGH REDUCED MAINTENANCE COSTS IN SECOND FLOOR
AS AGAINST ESTIMATED EXPENDITURE ON MAINTENANCE OF GROUND FLOOR
ACCOMMODATION.

	£		£
Estimated expenditure on Maintenance	900.	Actual expenditure on Maintenance	594.
		Excess on publications account as compared with estimate	229.
		Excess on book account as compared with estim- ate	50.
	900.		873.

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PUBLICATIONS FUND 1937

INCOME

£

3,500.

EXPENDITURE 1937

£

Melencolia	48.
Corpus Platicum (Photographs etc.)	130.
Catalogue of Illuminated Astrological and Myth- ological Manuscripts	14.
Journal	100.
Salaries (Fleischer, Blunt)	146.
Balance	3,062.

3,500.

3,500.

JOURNAL ACCOUNT 1937/38

AVERAGE COST OF ONE ISSUE

	£	s	d
Printing	76	0	0
Paper for text	8	10	0
Cover	3	10	0
Paper for illustrations	1	0	0
Blocks	22	0	0

111	0	0	Production costs
20	0	0	Authors' fees

131 0 0

Yearly cost for four issues 550 0 0

Subscriptions about 300 0 0

Initial propaganda + 250 0 0 Deficit
50 0 0

300 0 0

APPROXIMATE BUDGET 1958

<u>INCOME</u>	<u>£</u>	<u>EXPENDITURE</u>	<u>£</u>
Courtauld	5,500.	Books, periodicals, continuations	480.
Continental contribution	1,000.	Bookbinding	180.
		Photographs	800.
		Staff	4,425.
		Extra typing work	25.
		Lectures, etc.	150.
		Grants and travelling expenses	140.
		Maintenance, including electricity, telephone, stationery, postages, fares, insurance, small expenses	900.
	6,500.		6,500.

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BUDGET 1936

<u>INCOME</u>		<u>EXPENDITURE</u>	£
Warburg America	2,024.	Books, periodicals, continuations	567.
Continental Contribution	1,000.	Bookbinding	115.
		Photographs	194.
		Staff	3,743.
Courtauld	3,000.	Extra typing work	33.
		Publications, lectures, etc.	540.
Rockefeller	550.	Grants and travelling expenses	161.
		Upkeep, including rent, electricity, telephone, stationery, postages, fares, insurance, small expenses	1,221.
	6,574.		6,574.

An additional sum of RM.10,000 was spent on German books and an additional sum of RM.2,500 on publications.