

# THE LONGMAN GROUP ARCHIVE (MS 1393)

## A guide for researchers

The following guide will enable researchers to understand the content of the collections as well as searching across it.

## THE ARCHIVE OF THE LONGMAN GROUP

The collection falls into three parts:

- Part One (MS 1393 1/) contains ledgers, registers and bound records, all relating to the publishing side of the business.
- Part Two (MS 1393 2/) contains loose documents, letters, papers and photographs referring both to the Longman family and to publishing.
- Part Three (MS 1393 3/) contains agreements with authors and copyright holders.

Most of the material dates from the 19th and early 20th centuries, but there is also some 18th-century material preserved by the firm as being of particular interest. Most of the Longman correspondence was lost in a fire at the Paternoster Row premises on 29 December 1940, which may go some way to explaining some of the gaps in the records.

### Part One (MS 1393 1/)

The bound material that makes up part one is arranged as follows:

- MS 1393 1/A Divide ledgers (1803-1913)
- MS 1393 1/B Commission ledgers (1807-1908)
- MS 1393 1/C Miscellaneous publication expenses ledgers (1807-1913)
- MS 1393 1/D Miscellaneous ledgers (variety of dates, mostly middle to late C19th)
- MS 1393 1/E Royalty ledgers (1884-1908)
- MS 1393 1/F Statement books (variety of dates, mostly mid to late C19th)
- MS 1393 1/G Letterbooks (there are a few as part of this section, but there is a series of more extensive letterbooks, see below)
- MS 1393 1/H Impression books (1794-1963)
- MS 1393 1/J Chapter Coffee House (1852-1877) & Annual Register minutes (1878-1953)
- MS 1393 1/K Ledger of copies on hand with booksellers
- MS 1393 1/M Churchill archives (various types of ledgers and papers)
- MS 1393 1/82-86 Chronological registers (1843-1933)
- MS 1393 1/89-96 New books lists (1932-1966)
- MS 1393 1/97-133 Letterbooks (c.1811-c.1940)
- MS 1393 1/134-136 House memo books (1922-1947)

- MS 1393 1/277-285                      Copyright Ledgers (1781-1926)
- MS 1393 1/286-290; 292              Catalogues of Stereotype plates (1819-1960)
- MS 1393 1/293-323                      Catalogues of Rare books (1814-1846)

## Notes on Letterbooks (MS 1393 1/97-102)

The originals of some of these are in a very fragile condition and therefore cannot be produced for researchers. However, they were transcribed and are available in 12 volumes. They span 1811-1837. These are catalogued at item level and can be searched using the online Enterprise catalogue.

## Part Two (MS 1393 2/)

All of Part Two is catalogued at item level and can be searched using the online Enterprise catalogue.

## Part Three (MS 1393 3/)

Part Three is catalogued at item level and can be searched using the online Enterprise catalogue. It consists of author agreements and is stored offsite. Notice of a week is required from researchers to access this material.

# A NOTE ON FINDING MATERIAL WITHIN THE LONGMAN RECORDS

The majority of the Longman Archive is catalogued and part of the collection has been indexed by author name. To use the index researchers need to have identified the names of authors or individuals related to the firm before they are able to isolate material within the collection. The majority of the files and ledgers are organised alphabetically by author. If a researcher is interested in Longman's publication of atlases, for example, they would need to come up with a list of authors to find these records.

**The original ledger series and some of the documents** (MS 1393 1/A-M) can be searched using the paper index on the shelf in the reading room (Catalogue of Manuscripts No. 6). This has a summary of these ledger series at the front and has an alphabetical author (publication) index at the back which identifies any ledgers which reference a particular author or publication. For example:

ARNOLD, Matthew

*Education in France* B11, 391

This tells you that there is a reference to Matthew Arnolds *Education in France* in MS 1393 1/B11 (Commission ledger, 1859-1886) on folio 391. Not only does this index help in finding the location of the reference, it also enables a researcher to identify the type of record (and the time period) we have for this author/publication – in this case a record of the commission of the publication.

For the **rest of the collection** – MS 1393 1/97- onwards, MS 1393 2/ and MS 1393 3/ - researchers can use Enterprise to search for authors and publication titles. To isolate their searches to the Longman Records they can enter (the collection reference in speech marks):

"MS 1393" Matthew Arnold

Any references from MS 1393 1/97-102, MS 1393 2/ and MS 1393 3/ will appear in the search results.

So if a researcher asks whether we hold any records for a particular author in the Longman Records, one would need to check the printed index of ledgers *and* search on Enterprise to provide an answer that covers the collection as a whole.