This index (shelf listing) surveys an artificial collection of manuscript items, oversized materials, account ledgers and cash books, scrapbooks, early class-books, faculty lecture notebooks, and other original materials.

**Summary**

**Title**
Manuscripts Collection

**Size**
12 linear feet

**Format of Materials**
manuscript, bound journals, diaries, scrapbooks, notebooks

**Location**
Drew University Archives, Madison, NJ

**Further Research Resources**
Unindexed account books and ledgers
Manuscript materials

**Shelf List**
Items are shelved in order as they appear below (from left to right).

**Shelf Location Rm. 312/F47**

- Buttz, Henry A. Personal notebook, June 1, 1858.
- Lectures by Dr. Buttz, 1878 (Greek class).
- *Homiletics and Liturgies* (printed in 1898, authored by Drew Professor Samuel Foster Upham), course textbook heavily annotated by Drew student Walter H. Upham, 1902-1904.
- Scrapbook of Rose Memorial Library, 1938-1940s. Created by librarian O. Gerald Lawson.
- Upham, Samuel F. *Catechetics, Middle Class (Homiletics & Liturgy), Junior Class (Homiletics)*. Lecture notebooks.
- Graduate Record Examinations: Drew Theological Seminary Seniors. April 1948.
- “Grade Studies.” Brothers College and DTS. 1930-1936.
- “Sophomore Comprehensive Examinations.”1945-46.
- “Private Study Courses in Brothers College.” 1931-32
- James Strong. Lecture Notes. 1842-44.
Lectures by Prof. Upham. “The Minister in His Study,” “The Minister in His Pulpit,” “The Minister as a Pastor,” “The Building of the Sermon,” “The Delivery of a Sermon,” “Ministerial Character,” “The Relation of the Minister to His Clerical Brethren,” and “Mooted Points about Preaching.”
Lectures by Dr. John Miley. Two volumes.
“Visitors to Drew Theological Seminary.” Ledger, 1898-1928.

**Shelf Location Rm. 312/F48**

“Memories of Sweden presented to Bishop Foster at His Episcopal visit, A.D. 1873.” Carte-de-visite album.
“Dr. Strong's List of Personal Effects in 1847.” Including Out-of-Door Effects, Furniture, and Books. Number owned, listed item, and value.
Ayers, S. G. *Index Hymnologos*. A mss. list of individual hymns with references.
Upham, Samuel F. *Poemaries*. Lectures on the “Life of the Minister.”
“Treasurer's Receipts and Payments No. 1. Drew Theological Seminary of the Methodist Episcopal Church, Madison, NJ.” 1916-23.
“Brothers College Accounts No.1.” 1928-56.

**Shelf Location Rm. 312/F49**

DTS “Ledger:” Account records from 1917-30.
DTS Student Accounts: 1904-10
DTS "Old Book of Student Accounts:" 1900-09. (Buttz).
Account ledger. Treasurer's Records 1899-1903.
DTS "New Book of Student Accounts:" 1890-92. (Buttz).
Loan Accounts with the Board of Education of the Methodist Episcopal Church: DTS. Madison, NJ. Book #1. Containing a Permanent Record of Students' Loans. 1873-1915.
Loan Accounts with the Board of Education of the Methodist Episcopal Church: DTS. Madison, NJ. Book #2. Containing a Permanent Record of Students' Loans. 1897-1914.
Loan Accounts with the Board of Education of the Methodist Episcopal Church: DTS. Madison, NJ. Book #3. Containing a Permanent Record of Students' Loans. 1909-23.
Loan Accounts with the Board of Education of the Methodist Episcopal Church: DTS. Madison, NJ. Book #4. Containing a Permanent Record of Students' Loans. 1920-27.
Loan Accounts with the Board of Education of the Methodist Episcopal Church: DTS. Current Term Student Accounts 1906-12.
Autobiographies Entering DTS students, 1873-1881 and Pledge Signatures of DTS students, 1900-1932. (*See also Theological School Matriculation Book, for years, 1867-1882, located on Shelf D3.)
Student Accounts. (Drew Theological Seminary and Brothers College) 1935-1941.
Endowment Fund Register: 1916. The Drew Theological Seminary of the Methodist Episcopal Church.
“Scholarships.” 1940-60. (Seminary, College, and Graduate School.)
DTS Examination Certificates, 1903.
“Mead Hall Circle, 1899-1909.” Minutes and List of Members.
“Mead Hall Circle, 1915-28.” Constitution, Minutes, and List of Members.
“Mead Hall Circle, 1940-49.” Constitution and Minutes.
“Analysis of Endowment Receipts,” 1928-68.
Phelps, Austin. English Style in Public Discourse with Special References to the Usages of the Pulpit. New York : Charles Scribner's Sons, 1883.
Samuel F. Upham's personal copy with extensive marginalia that he prepared for DTS lectures.
Matriculation Blanks. 1901-02. Giving student's name, age, place of birth, home residence, annual conference licensed and membership, former institution and degree, charge with conference and presiding elder, and name of hall and room number.
Cash Ledgers. Two volumes – 1932-36, 1934-37. Operating costs (rent, maintenance, etc.).
Receipts. Seminary Dormitory Fund, 1940-1946.

Manuscript Collection Box 1 of 1
Box 1/Folder 1
Pepin, John. Manuscript of The Education of a Country Boy and The Supporting Role. (Published book in Fac/Alum collection)

Box 1/Folder 2

Box 1/Folder 3

Shelf Location Rm. 312/F51
“The Correspondence School of Theology” Minutes, September 2, 1911 to February 29, 1912. Samuel G. Ayers, librarian, is one of the incorporators. Short-lived local school.
1841 Dictionary signed by Geo. Crooks, Drew Theological Seminary faculty member.
1901 Neue Testament signed by Henry A. Buttz, Drew Theological School faculty member and President, 1880-1912.
Box of 18 McClintock bookplate books also on this shelf.

Last updated 3/2014 by Matthew Beland