



University Archives  
Manuscripts Collection  
Containing Oversized books, Scrapbooks, Ledgers, etc.

**Note**

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

**Quantity:** 12 linear feet

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

**Location:** Room 312, Shelf F 47-50

**Further Research Resources**

- Unindexed account books and ledgers, shelved on Rm. 312 Shelf E18-21
- Manuscript materials housed in Rm. 318

**Shelf List of Rm. 312 F47-50**

- 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).

*Homilectics and Liturgics* (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.

“Drew Scrapbook.” 1913-18. Authorship ascribed to Pres. Ezra Squier Tipple. Approx. 200 items.

Upham, Samuel F. *Catechetics, Middle Class (Homiletics & Liturgy), Junior Class (Homiletics)*. Lecture notebooks.

“College Choir Scrapbook: 1948-49.” Newspaper Clippings, Performance Programs, and Memoranda.

“College Choir Scrapbook: 1949-50.” Newspaper Clippings, Performance Programs, and Memoranda.

Scrapbook of Hymns. Spiral bound with hymns mounted. Vol. 1, Nos. 1-352.

Scrapbook of Hymns. Spiral bound with hymns mounted. Vol. 2, Nos. 353-562.

Graduate Record Examinations: Drew Theological Seminary Juniors. March 1947, October 1947, September 1948.

Graduate Record Examinations: Drew Theological Seminary Seniors. April 1948.

“Grade Studies.” Brothers College and DTS. 1930-1936.

“Analysis of Marks.” Drew University. 1929-31.

“Sophomore Comprehensive Examinations.”1945-46.

“Sophomore Comprehensive Examinations.”1948.

“Private Study Courses in Brothers College.” 1931-32

Dr. James Strong’s Class-book. Drew Theological Seminary: 1888-90. Black Leather.

Dr. James Strong’s Class-book. Drew Theological Seminary: 1891-93. Black Leather.

Dr. James Strong’s Class-book. Drew Theological Seminary: 1878-80.

Dr. James Strong’s Class-book. Drew Theological Seminary: 1868-70.

Dr. James Strong’s Class-book. Drew Theological Seminary: 1881-88.

James Strong. Lecture Notes. 1842-44.

“James Strong, Esq. with Peck and Fairweather: 1851.” Strong’s personal journal.

“Lectures by Dr. Strong: Hebrew Archeology, Biblical Chronology, and Lectures on the Scripture Canon.” Manuscript.

“An *Index Rerum* Belonging to James Strong.” Lowville, Lewis Co. New York: 1840.

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.

Strong, James. *The Historical Bible*. A Chronological reading of the Authorized Version from Genesis 1-Exodus 18:27.

### **Shelf Location Rm. 312/F48**

James, Henry Philip. “Scrapbook of Newspaper Clippings of the James A. Garfield Assassination,” July 2, 1881-Sept. 19, 1881.

Upham, Fred N. “Notes on Lectures by Dr. John Miley.” Inside Fly leaf dated Sept. 1883.

Upham, Samuel F. “Lectures: *Ecclesiastics* and A Concise History of Missions.” Undated.

“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.

Buttz, Henry A. "New Testament Problems for the Present Time" and "*Septuaginta* Research." Two bound mss. essays.

Ayers, S. G. *Index Hymnologos*. A mss. list of individual hymns with references.

Upham, Samuel F. *Poimeries*. 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.

"Cash Endowment and Special Funds: Drew University No.2." Feb. 1, 1935-June 31, 1945.

Treasure's Office "Journal." Ledger Book Vol. 1 of 6. May 31, 1929-November 30, 1934.

Treasure's Office "Ledger." Record of Individual Accounts. Vol. 2 of 6. 1930-38.

Treasure's Office "Journal." Accounts Payable. Vol. 3 of 6. December 15, 1934- June 30, 1944.

Treasure's Office "Journal." Accounts Payable. Vol. 4 of 6. June 30, 1944-June 30, 1970.

Treasure's Office "Ledger." Record of Individual Accounts. Vol. 5 of 6. 1930-42

Treasure's Office "Ledger." Record of Individual Accounts. Vol. 6 of 6. 1938-42

Cashbook 1917-18. Possibly from Metropolitan Area Campaign, Tipple. Vol. 1.

Cashbook Jan. 1918. Possibly from Metropolitan Area Campaign, Tipple. Vol. 2.

Cashbook May, Nov 1918. Possibly from Metropolitan Area Campaign, Tipple. Vol. 3.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 1. July 29, 1939- July 29, 1942.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 2. Aug. 1, 1942- June 18, 1945.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 3. July 2, 1945- Feb. 25, 1948.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 4. Mar. 1, 1948-Jan. 18, 1950.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 5. Feb. 1, 1950- Jan 18, 1952.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 6. Feb. 1, 1952-Jan. 6, 1954.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 7. Mar. 3, 1954-June 29, 1956.

"Bankers Trust Co. Receipts and Disbursements." Drew University, Vol. 8. July 2, 1956-June 18, 1957.

"Brothers College Accounts No.1." 1928-56.

### **Shelf Location Rm. 312/F49**

Cashbook. Oct. 1922-May 1924.

Cashbook. Jan. 1, 1927-Nov. 30, 1928.

Cashbook. Dec. 1, 1928-Sept. 30, 1930.

Cashbook. Oct. 1, 1930-Nov. 30, 1931.

Cashbook. Dec. 1, 1931-Nov. 30, 1932.

Cashbook. Dec. 1, 1932-June. 28, 1933.

DTS "Ledger." Account records from 1917-30.

DTS Treasurer's Records: Dec. 1922-June 1923.  
 DTS Student Accounts: 1904-10  
 DTS "Old Book of Student Accounts:" 1900-09. (Buttz).  
 "Journal." Treasurer's Records 1899-1903.  
 Account ledger. Treasurer's Records 1901-10.  
 DTS "Bookstore account book, 1892-93. Kept by S. G. Ayers.  
*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.)  
 Petty Cash, Treasure's Office. Drew Theological Seminary. April 1920-September 1922.  
 Petty Cash, Treasure's Office. Drew Theological Seminary. Dec 1873-1877.  
 Account Book. Drew Theological Seminary, J. W. McClintock, May 1869-1876.  
 "A Scrap Book, Prepared by James Strong with Alphabetical Index." No. 2 Louville, NY.  
 1842. News clippings on Methodism.  
 Student Accounts. (Drew Theological Seminary and Brothers College) 1935-1941.

### **Shelf Location Rm. 312/F50**

Endowment Fund Register: 1916. The Drew Theological Seminary of the Methodist  
 Episcopal Church.  
 Drew Theological Seminary Treasurer's Records. June 1, 1914-Dec. 1915.  
 Cash Receipts, Nov 22, 1918-Jan. 5, 1920 and Securities with Market Value, 1930-31.  
 "Grade Book." Drew Theological Seminary. 1898-1903.  
 "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, 1931-40." Constitution, Minutes, List of Members and Alumni, and  
 Treasure's Records.  
 "Mead Hall Circle, 1940-49." Constitution and Minutes.  
 "Drew Theological Seminary: Members of the Board of Trustees Pledge Book." 1914-30.  
 Thirty Signatures with Dates.

“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.

Joint Hymnal Commission of the MEC the MEC, South, and the MPC, *Reports on the Committee on Classification—Make-Up and the Editorial Committee*. Cincinnati, OH: November 29, 1932. Personal Copy of John W. Langdale, trustee.

Minutes of Joint Hymnal Commission, Part I. 1929-32. Associated with J. W. Langdale.

Minutes of Joint Hymnal Commission, Part II. 1933-34. Associated with J. W. Langdale.

Registrar’s Office. “Key to Student Record Books.” DTS and BC, 1920-33.

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.

Receipts. Brothers College Endowment Fund Gifts, 1936-1947.

Petty Cash Book. Drew Theological Seminary, Treasurer’s Records, 1916-17. Includes loose receipts/invoices.

### **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:

Soper, Edmund. Manuscript essays relating to Seminary coursework, 1902-05. Includes: “A Statement of the Governmental Theory of the Atonement as Gathered from Dr. Miley’s Discussion,” “Introductory Letters on the Psalter by Dr. R.W. Rogers,” “Theism: A Concise Statement of Prof. Flint’s Argument,” “Coverdale and His Bible,” “An Epitome of Dr. Curtis’ Introduction to Systematic Theology,” “Important Points in Dr. Bowne’s Theory of Thought and Knowledge,” “The Old Testament Doctrine of Immortality,” “The Authorship of Isaiah 56-66, The Millenium – Will Church reign on earth a thousand years called the Millenium.” Give scriptural evidences, if any. For Dr. Bowneau, Spring, 1904.

Box 1/Folder 3:

Upham, Samuel F. Small diary/daybook/calendars, 20 books in total, for years: 1880, 1883, 1884 (with receipts)-1890, 1892-1895 (2 books for 1895), 1900-1901, 1903 (2 books). Including account book, 1880-1891, lists names, places, dates of some sermons preached. Including diary of trip to London, 1891.