



New York State Archives

Utica State Hospital Bindery and Printing Records B1558

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Table of Contents

Overview of the Records	3
Arrangement	3
Scope and Contents	3
Other Finding Aids	4
Use of Records	4
Administrative Information	5
Access Terms	5

Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of records relating to bindery and printing work done at the State Lunatic Asylum (later Utica State Hospital). It contains correspondence about articles for publication, printing accounts, order books for bindery services, instructions, lists of materials to be bound, and ledger books.
Creator:	Utica State Hospital (N.Y.)
Title:	Bindery and printing records
Quantity:	1.3 cubic feet
Inclusive Date:	1850-1936
Series:	B1558

[^ Return to Table of Contents](#)

Arrangement

B1558-97: Arranged by type of record.

B1558-97A: Chronological by year.

[^ Return to Table of Contents](#)

Scope and Content Note

B1558-97: This accretion contains of records relating to bindery and printing work done at the State Lunatic Asylum (later Utica State Hospital). The earliest volume (1850-1854) contains transcripts of outgoing correspondence largely addressed to subscribers, editors, and contributors to the "American Journal of Insanity." Subjects include topics and scheduling of articles for publication; submission and corrections of proofs; requests for articles or notices; and billing for copies sent. Other topics of correspondence include subscriptions to "The Opal" (a publication by the patients of Utica State Hospital), and requests for reprints of previously published material.

Two volumes of printing accounts (1902-1911) are divided into accounts for each state hospital which list (by date) items or services purchased from the bindery, with prices. Items purchased include letterhead, blank forms, blank records books, and other office supplies. Services include repairing and binding of books.

Two order books (1908-1936) contain records of items ordered by other state hospitals from the Utica State Hospital bindery. The books contain sections for each state hospital with lists, by date, of items ordered and (sometimes) costs. The variety of items listed include numerous medical and scientific journals, as well as blank ledgers, record books, paper supplies, and printed forms.

B1558-97A: This accretion consists of incoming correspondence concerning the "American Journal of Insanity" (1877-1883). Topics include submissions of manuscripts and advertisements, billing for subscriptions, and requests for back issues and reprints of articles.

B1558-98: This accretion consists of correspondence with several state hospitals regarding requests, descriptions, and price quotations for bindery services; orders and prices for office supplies; clarifications of orders; instructions for binding; and lists of material to be bound.

[^ Return to Table of Contents](#)

Other Finding Aids

Available at Repository

B1558-97: Printing accounts include alphabetical index.

B1558-97: Volume list is available at the repository.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Acquisition Information

B1558-97A: These records were transferred to the State Archives on July 28, 1997 from Mohawk Valley Psychiatric Center under RDA 19266.

[^ Return to Table of Contents](#)

Access Terms

- Oneida County (N.Y.)
- Publishing
- Utica (N.Y.)
- New York (State)
- Printing
- Account books
- Publishers and publishing--New York (State)
- New York (State). State Lunatic Asylum
- New York (State). Office of Mental Health
- New York (State). Department of Mental Hygiene