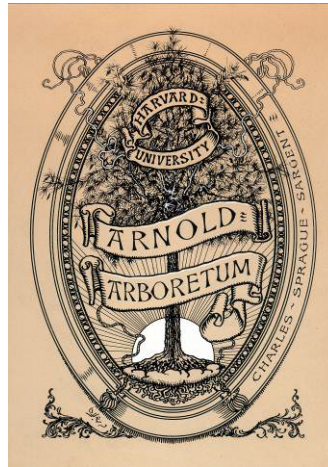


Archives II B-1

Ida Hay (1948-) papers, 1970-1993: Guide



The Arnold Arboretum of Harvard University

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II B-1 IH

Ida Hay (1948-) papers, 1970-1993: Guide Archives of the Arnold Arboretum of Harvard University 125 Arborway, Jamaica Plain, Massachusetts

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Descriptive Summary

Repository: Archives of the Arnold Arboretum of Harvard University, Jamaica Plain, MA

Call No.: II B-1 IH

Location: Archives

Title: Ida Hay (1948-) papers, 1970-1993

Date(s): 1970-2008

Creator: Ida Hay

Quantity: 18 linear inches

Language of material: English

Abstract: The Ida Hay collection principally includes correspondence, memos, information, grants, annual reports, and loan and voucher requests, and records regarding the daily management of the Arnold Arboretum Herbarium collection in Jamaica Plain between 1970 and 1993. Documentation of Hay's bibliographic and indexing projects as well as her community projects is also included. Also included are photographs of herbarium processes and procedures.

Note: Access to Finding Aid record in [HOLLIS](#).

Preferred Citation: Ida Hay (1948-) papers, 1970-1993. Archives of the Arnold Arboretum of Harvard University.

Additional Material: For Herbarium Mounting Records from 1964-present, see Archives I B HMR and for Ida Hay's papers on the research and publication of *Science in the Pleasure Ground: A History of the Arnold Arboretum*, see Archives IX A SPG.

Processing Information:

August 2003, Emma Rose Kiefer, Finding aid template applied March 2011, Kayleigh Hinckley. Revised 2012, Larissa Glasser, Sheila Connor, Liz Francis. Revised 2024, Larissa Glasser.

Acquisition Information:

Provenance. These records were created by Ida Hay and amassed during her Arboretum career and transferred to the archives in 1995. The photographs in Series II were removed from the general photograph files added in 2012.

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Biographical Note:

Ida Hay was born in Philadelphia in 1948 and received a B.A. in Botany from Swarthmore College in 1970. While pursuing her degree, she was a Horticultural Assistant at the Arthur Hoyt Scott Horticultural Foundation during 1967 and 1968. Hay was employed by the Arnold Arboretum from 1970 to 1993, progressing from Herbarium Assistant to Curatorial Associate, to Staff Assistant and Manager of the Jamaica Plain Herbarium.



Ida Hay, 1980s

Although hired as an assistant in the Herbarium, she reported to Richard Howard (1917-2003), the Arboretum's director from 1954 to 1978, and from the beginning her responsibilities were varied and far ranging. They included assisting Dr. Howard in numerous projects from the preparation of bibliographies and indices to the organization of community projects. With Nancy Page she developed and managed an Explorer Post in forestry and horticulture for the Exploring Division of the Boy Scouts of America. During the late 1970s Hay served with Michael Canoso, Sheila Connor, Gary Koller, and George Pride on the Arboretum's Educational Committee



Arnold Arboretum Herbarium, second floor Hunnewell Building, January 7, 1991. Photographs by István Rácz (Rácz & Debreczy)

(Jamaica Plain). She also represented the Arboretum at AABGA (American Association of Botanic Gardens and Arboreta, now APGA American Public Gardens Association) meetings. Hay organized many Arboretum exhibits, including one on the role of arboreta and herbaria with Michael Canoso and two with volunteer Cora

Warren: "Spreading Roots," the history of plant exploration, and "The Flora of Shakespeare."



Ida Hay and Patrick Willoughby pulling and packing specimens and Maurice (Moe) Sheehan and Bob Famiglietti moving herbarium cases from the Hunnewell Building's first to fourth floor, 1980. Contact sheet

In the Herbarium, as Manager of the Jamaica Plain collections between 1970 and 1993, Hay's duties expanded from pulling loans and filing specimens to identifying plants and organizing collections. She oversaw the herbarium mounters and volunteers and organized and participated in adding voucher specimens to the herbarium from the living collection. In 1980, as part of a renovation of the Hunnewell building, she participated in the overall planning and organized and supervised the move of 80 herbarium cases that housed over 70,000 specimens from the first to the fourth floor in the Hunnewell Building.



Hay supervising the installation of the new herbarium cases, 1986

In 1986 Hay was the principal investigator of an IMS (Institute of Museum Services, now IMLS, Institute of Library and Museum Services) grant that replaced the Arboretum's original 80 metal herbarium cases with new, insect-proof ones. Working with Richard Weaver she collected plants of wild origin in eastern Asia in the Arboretum's living collections for inclusion in the herbarium as well as for distribution, and from 1983 through 1989 assisted with the Arboretum's NSF (National Science Foundation) funded [verification project](#).

For many years the Arboretum worked in conjunction with the Boston Poison Control Center answering plant-related questions. Upon Dr. Howard's retirement she undertook the operation and supervision of this program. In 1980, with the support of then director Peter Ashton, the Arboretum began to explore the possibility of producing a guide to the living collections. Hay worked with Dr. Richard Weaver, Sheila Connor, and volunteer B. June Hutchinson (and later Stephen Spongberg) to secure a grant from the NEH (National Endowment for the Humanities) for that purpose. Her institutional history, one of three guidebooks eventually published with the support of NEH, [Science in the Pleasure Ground: A History of the Arnold Arboretum](#) was published by Northeastern University Press in 1995.

Hay is also the author of several articles in *Arnoldia* including [George Barrell Emerson and the Establishment of the Arnold Arboretum](#) and coauthor in 1979 with Stephen Spongberg of ["Lardizabalaceae Hardy in Temperate North America"](#) which was published in the *Journal of the Arnold Arboretum*. Married to former Arboretum

Plant Propagator, now Conservatory Manager of the Botanic Garden of Smith College, Robert Nicholson, after leaving the Arboretum Hay was engaged as a horticulturist at Blue Meadow Farm in Northampton, MA, and continues to lecture on horticulture and on the history of the Arnold Arboretum. Ida Hay has also published under the name of Ida Hay Burch.

Scope and Content

The collection covers Ida Hay's responsibilities as Herbarium Assistant, Curatorial Associate, and Staff Assistant and Manager of the Jamaica Plain Herbarium between 1970 and 1993. Included are correspondence, memos, information on her professional activities, annual reports, and loan and voucher requests.

Arrangement

The collection is arranged in 2 series following the original organization by Hay.

Series I: Ida Hay papers

Series II: Photographs



Ida Hay and Susan Hardy Brown
Arnold Arboretum Herbarium c1980

Container List

Box 1

Series I: Ida Hay papers

Folder

- 1:** AA Botanist Type Specimens
 - Document, "Typification of the Species Described by Rehder, Sargent, Wilson, and other Botanists of the AA"
- 2:** AA Vouchering, 1990, for Stephen A. Spongberg
 - 12 vouchers
- 3:** AA Vouchering, 1991
 - Vouchers and list of plants collected by Peter Del Tredici in 1989
- 4:** AABGA Meeting at AA, 1974
 - Food Lists, Menus, Activity Schedules, AABGA program Packet with information on the AA and other Boston interests, attendance list
- 5:** "Addendum" to Dalle Torre and Harms "family list" for use in herbarium comp by Ida Hay, Richard Howard, *et. al*

- 6:** Administration Building Reorganization, 1980, 1980-1985
 - Recommendations for improving flow through reception area, list of needs for public area of the building, letter from Ida Hay concerning the Herbarium Move, extensive handwritten notes on the general move and reorganization of the building including plans for each floor and department
- 7:** Administration Building Reorganization- Final Recommendations, 1979-1980
 - Detailed plan for the reorganization and renovation of the Administration Building (26-page plan), various drawings of renovation plans for the second floor
- 8:** Administration Building Reorganization, 1980
 - Inventory lists, moving plans, and things to do
- 9:** Annual Report Data, 1981-1985
 - Lists of to do lists, timetables, herbarium case needs, spraying invoice, mounting records, annual report information lists, collection instructions, info requests, visitor lists
- 10:** Beaver Brook Associates Lecture, 1985-1986
 - Beaver Brook Quarterly 1986, correspondence between the Beaver Brook Association and Ida Hay
- 11:** Brumbach Tables, Corrections, etc. ILLINOIS, 1973-1976
 - Correspondence with William C. Brumbach, Drafts and final copy of Determinations of Specimens Collected by W.C. Brumbach
- 12:** Cone Collection and Conifers in Herbarium, 1988-1989
 - List of Conifer Families, alphabetical list of Genera of Conifers, genera within each family lists, conifer inventory, conifer checklist
- 13:** Conifers, Genera and Family
 - List of the genera of conifers, list of the genera of each conifer family
- 14:** *Crataegus* Collecting Phipps and Robertson, 1980
 - Notes and Lists concerning the collection of *Crataegus*
- 15:** Collecting AA Vouchers, 1981-1984
 - Directions for the "map person" in the herbarium, requirements for pressing and drying work room, procedures for collecting, seed collection dates, status report on the verification project 1984
- 16:** Debreczy and Racz, 1988-1991
 - Correspondence concerning use of AA storage space, Guidelines for Herbarium Users, Guidelines for Occupants of Workspace in Herbarium, Guidelines for Loans from the Harvard University Herbaria, Shipping Invoices for specimens from the Smithsonian Institution, Miami University Herbaria, University of California Herbaria, and U.S. National Arboretum Herbaria
- 17:** Divest of Old Herbarium Cases related to IMS, 1986-1987
 - Income from Old Cabinets, Account for New Cabinets, sales of old cabinets, correspondence concerning sale of cabinets
- 18:** Dryfhout-St. Gaudins, *Gleditsia* "Bujotii", 1985-1989
 - Correspondence concerning *Gleditsia Bujotii* and the search for information a living specimen replies from various institutions
- 19:** Felt, Herbarium Doors, 1981

- Felt samples and quotes from Commonwealth Felt Co. and Boston Felt Company, measurements for needed felt
- 20:** Freezer and Air Conditioning, 1981
 - Information, owner's manual, installation guidelines, and warranty information for Sears Freezer, owner's manual for air conditioner
- 21:** Fruit Collection, Fruit Boxes, 1988
 - Herbarium boxes, directions for putting together boxes, cone collection boxes
- 22:** Fumigation 1981, 1984, 1987
 - Waltham Chemical Co., Harvard University Environmental Health and Safety, memos to and correspondence from staff concerning fumigation, Methyl Bromide fumigation, lists of specific cases with insects
- 23:** General Correspondence (including some plant ID), 1973-1992
- 24:** Gifts, Additions, Determinations, spec. in JP, 1973-1983
 - List of Seeds and Living Plants Collected in the Soviet Union 1980 Field Expedition, document *Flora Japonica Exsiccata*, list of Herbarium specimens to be sent, Partial List of Determinations of Cotoneasters in the Arboretum of the Barnes Foundation, Long Hill Herbarium Collection, list of Misnamed and Doubtful Betula Specimens in AA collection, list of name corrections, list of plants at the Case Estates to be checked, List of 50 Cultivated Trees and Shrubs for Arnold Arboretum, New Zealand Locations for conifers, *eucalyptus*, and cultivated plants, Map of Locations of Specimens in New Zealand
- 25:** Herbarium Beetle. 1979-1989
 - List of 4th floor cases to be frozen, information on Booklice, directions for treating dried plant specimens with microwave oven, memo alerting staff of fumigation, information on pest control, Herbarium Supply Company price list
- 26:** Herbarium Cabinets, 1965
 - Plan for Museum Insect Storage Cabinets
- 27:** Herbarium Cabinet Sales, 1983-1985
 - Memos for wooden herbarium boxes sold to staff. Also notes from various staff members indicating how many boxes they want
- 28:** Herbarium Correspondence, including Plant ID
 - Correspondence 1976 to 1989 between Ida Hay and various people outside of the AA concerning mostly identification of plants, but also locations of trees inside as well as outside the Arboretum, obtaining specimens for the Herbarium, and exchange of specimens with other herbaria
- 29:** Herbarium exchange- JP collections, etc., 1973-1986
 - Lists of plants for exchange, questions from other herbaria concerning plant exchange or specific plant specimens, lists of plants to be processed, lists of duplicates to be exchanged, list of institutions wanting cultivated exchange
- 30:** Herbarium Move, Jamaica Plain, Plans, 1980
 - Plans of work, future layout plans, requirements for pressing and drying workroom, meeting notes on move, moving plans
- 31:** Herbarium Open House, 1986

- Invitation to the Herbarium Opening, handouts, Collection and Preparation of Herbarium Specimens, Mounting Herbarium Specimens, The Herbarium. Newspaper clipping from arboretum about the opening, list of a Selection of Botanical hors d'oeuvres, Bread & Circus Donation Request form
- 32:** Herbarium Record Book April 1980-? 1980-1992
 - Book of Herbarium Records concerning Fumigation, Loans, Loans to Cambridge, Exchange, Accessions, Mounting, Collection Requests, and Gifts
- 33:** Herbarium Technician Position (Mounter), 1985-1986
 - Application Sheets, correspondence between Ida Hay and applicants, requirements for position
- 34:** Herbarium Visitors, Local Loans, 1983-1989
 - Visitor Forms, letters requesting loans, thank you notes for loans, letters from a 2nd grade class from the Bowen School thanking Ida Hay and Susan Hardy Brown for tour
- 35:** IMS 1986-1987 proposal and implementation
 - Copies of annual reports etc., Narrative for the final project, List of expenses for the herbarium, Grant Award Notification, Conservation Project Budget Form, correspondence concerning proposal
- 36:** IMS Proposal, Preliminaries 1986
 - Directions for grant proposal, photocopy of the Director's Report Arnold Arboretum Fiscal Year Ended June 30, 1954, Lane Science Equipment catalog and information, photocopies of articles concerning herbarium insects, and a survey of cabinets and equipment on 4th floor
- 37:** Interior Steel Herbarium Cases 1986 IMS implementation, 1986-1987
 - Interior company information on Herbarium cabinets, correspondence concerning ordering the cabinets, floor plans of the herbarium cabinet set-up, and cabinet purchase
- 38:** Loans (Herbarium), 1995-1999
 - Various loan requests from University of California Berkeley, Natural Products Research Institute of Seoul National University, University of Wisconsin, and the Naturhistoriska Riksmuseet (Swedish Museum of Natural History)
- 39:** Loan Requests (Herbarium), 1978-1992
 - Loan Requests from various locations including Iowa State University, Rancho Santa Ana Botanic Gardens, the Morton Arboretum, Missouri Botanical Garden, Miami University and other universities, gardens and arboreta around the world
- 40:** Mazzeo /*Tilia*, 1984-1987
 - Correspondence concerning the exchange of *Tilia* specimens between the Arnold Arboretum and the US National Arboretum
- 41:** Mounting Specimens, Statistics
 - Systematic Botany Resources in America, costs of services, Harvard University Herbaria Mounting Figures 1982-1992, graph of mounting and repairs 1984, mounting averages 1975-1983, various correspondence and memos regarding mounting records and rates in the years 1982-1992

- 42:** NSF Proposal Verification Project, May-Dec 1982 Michener's memos. 1982-1988
- Memos from Michener to the staff as well as staff memos from Dr. Ashton and Ida Hay, Description of Proposed Project, meeting notes
- 43:** Olmsted Herbarium (Herbarium of J.C. Olmsted)
- Document, Herbarium of J. C. Olmsted, a list of cultivated woody plants, Herbarium List, inventory taken 1984
- 44:** OSHA Environmental Safety Health, 1981-1991
- Correspondence with Harvard University Environmental Health and Safety concerning respiratory protection, consultation regarding the safety of certain herbarium materials, air samples, correspondence with Dow Chemical USA concerning air tests for toluene, consultation with PH Mechanical corporation regarding ventilation installation
- 45:** Plant I.D. AA Plants, 1984-1987
- Various lists, forms, correspondence and memos concerning plant Verification
- 46:** Plant I.D., what to send, form letter answer
- Arnold Arboretum Plant Identification form, staff memos concerning verification limitations, plant giveaway notices, form for unidentifiable plants, form for identified plants for friends members, form for identified plants for non-members
- 47:** Poison Calls and Public Programs, 1979-1991
- Telephone listings and extensions, plant information inquiries 1979-1982, phone call data, poisonous plant ID, lists of poisonous plant calls to the AA, correspondence concerning poisonous plant ID and poison calls. Also includes cassette tape of Suffolk Co. Extension radio broadcast featuring Ida Hay and Stephen Spongberg being interviewed on the topic of poisonous plants. Correspondence regarding tape included
- 48:** Requests for Material (plant) and Specimens, 1977-1986
- Correspondence concerning requests for plant material from various people and institutions
- 49:** Sargent Oak (*Quercus sargentii*) Article in *Arnoldia* 1981
- Correspondence concerning the article on the Sargent Oak between Ida Hay and Mrs. Thomas M. Porter, Dr. John M. Fogg, Jr., and Mr. Perry F. Narten
- 50:** Seedling Collection Vouchers AA #9, 1982-1984
- Directions for seed collection, collection form, mounting directions
- 51:** Verification Project, "mop-ups", 1989-1990
- Memos concerning incorrectly labeled plants, Instructions for Verification Project Cross-Checks
- 52:** Volunteer, Job Description
- Statement regarding insurance, correspondence about volunteer management, Volunteer Application form, Volunteer Benefit Voucher, notices and letters regarding Volunteer opportunities in the herbarium and for plant collectors
- 53:** Volunteers general, prior to 1984

- List of Herbarium Volunteers, volunteer schedule, volunteer training schedule, letters and memos to volunteers and interns, document, Forest Products Industry for Boston, volunteer job descriptions
- 54:** Volunteers (Past) and Inactive, Applications etc. Volunteer Lists, 1994
- Volunteer Directory, Volunteer Application and Update Forms
- 55:** Wood Collection Vouchers
- List of Plants to be Removed, Vouchered Wood Acquisitions from Arnold Arboretum Living Plants, Status of Collection, The Harvard Wood Collection (article by Ralf H. Wetmore and Elso S. Barghoorn)
- 56:** Xiang-Quiyun *Cornus*, 1990
- Correspondence between Ida Hay and Qiuyun Xiang, printout of the source of the original collection data of *Cornus* (17 pages)

Box 2

Series I. Ida Hay papers

Folder

- 1:** Herbarium Correspondence: Methodology, Supplies, Cases, 1932, 1968
- Business card. L.A. Lachman, Eastern Sales Division, Kewaunee Manufacturing Company, Boston, MA / Scientific Equipment Company, New York, NY. undated, c1932
 - Business card. G.F. Colebaugh, Jr. Donovan and Sullivan Engraving Company, Boston, MA. 1930s?
 - L.A. Lachman, Eastern Sales Division, Kewaunee Manufacturing Company, Boston, MA to Alfred Rehder, Curator of the Herbarium, Arnold Arboretum regarding order of Herbarium cases. November 16, 1932
 - Arthur B. Stanley, Laboratory Furniture Department, P. Derby Company, Gardner, MA to Alfred Rehder regarding custom build for Herbarium cases. November 28, 1932. On verso: Rehder response to Arthur B. Stanley, November 29, 1932
 - Lorin I. Nevling, Jr., Supervisor, Harvard University Herbaria to Mrs. Heman Howard and the Herbarium Technicians, Arnold Arboretum. November 5, 1968
 - "Archer Method for Mounting Herbarium Specimens, Gray Herbarium Modified Formula." Typewritten, undated c1960s?
- 2:** List of the Types in the Jamaica Plain Herbarium (Except the Genus *Crataegus*), undated
- 31 typewritten pages with handwritten annotations. undated, c1960s?
- 3:** Sutton, Stephanie B. "[The Herbarium Introduced](#)." *Arnoldia*, Vol. 25, No. 6. pp. 37-40. Copy. July 9, 1965
- 4:** Howard, Richard A. Segregate families recognized by Airy-Shaw and others represented in the Harvard Herbaria. [Compiled cooperatively by: Richard A. Howard, Ida Hay, Jeanne Leavitt.] 11 typewritten pages. 1971
- 5:** Cultivated Herbarium Collections Policy. Policy reviewed and approved on 9 November 2009. Copy
- 6:** Harvard University Herbaria, Open House, May 8, 1986
- Spongberg, Stephen A. "Charles Sprague Sargent and the Establishment of the Arnold Arboretum Herbarium." 2 copies. April 1986

- Shaw, Elizabeth A. "[Exploration in the West and the Founding of the Gray Herbarium](#)." May 1986
 - "The Depiction of Botanical Classifications: 1520-1860. Displayed in the Combined Libraries of the Gray Herbarium and the Arnold Arboretum on the Occasion of the Harvard University Herbaria Open House. May 8, 1986." Prepared by Ms. Barbara Callahan, Mr. Morgan de Tarr, and Dr. Peter Stevens.
 - "A + AAH + AMES + ICON + EH + GH + NEBC = "HUH": Systematic Botany at Harvard." *Arnoldia*, Vol. 46, No. 2. pp. 39-41. Copy. Spring 1986
- 7:** Harvard University Herbaria, Open House, May 8, 1997
- Invitation to Open House, Harvard University Herbaria, in Celebration of the 125th Anniversary of the Arnold Arboretum. 4, 5x7" cards, one with envelope
 - Guide to the Exhibits. [floor plans with itemized exhibition locations].
 - Open House, May 8, 1997
 - Open House, undated [May 8, 1986?]
 - Invitation. "Rainforest Researchers: a middle school science curriculum based on research conducted by the Arnold Arboretum in Indonesia." CD-ROM presentation by Robert Cook, Director, Arnold Arboretum and Candace Julyan, Project Director for Community Science Connection. Harvard University Herbaria Open House. May 8, 1997
 - Spongberg, Stephen A. "Charles Sprague Sargent and the Establishment of the Arnold Arboretum Herbarium." Exhibition copy, May 8, 1997
 - Boufford, David E. "[Eastern Asian – Eastern North American Botanical Similarities](#)." Exhibition copy, May 8, 1997
 - Shaw, Elizabeth A. "Exploration in the West and the Founding of the Gray Herbarium." Exhibition copy, May 8, 1997
 - "Rainforest Researchers: A New CD-ROM Curriculum for Middle School Classrooms." Exhibition copy, May 8, 1997
 - Guide to the Exhibits. [floor plan with itemized exhibition locations]. Open House, May 8, 1997
- 8:** Visitors' Register and Guidelines for Users. July 10, 1984 – September 2, 1993
- 3 register sheets extracted from spiral-bound book
 - "Guidelines for Users of Herbarium, Jamaica Plain." Typewritten sheet, undated 1980s
- 9:** Volunteers and Staff (Susan Hardy-Brown #9)
- Photograph contact sheet. "Herbarium volunteers displaced from The Hunnewell Building during the 1993 renovation - working on the 2nd floor of the Greenhouse. Staff Member Susan Hardy-Brown #9." 9¹/₂" X 6¹/₈" b&w print contact sheet. Unknown photographer, [1993]
 - "Initials of Mounters, n.d." handwritten list with annotations, undated, 1990s

Series II. Photographs

Folder

- 1:** One, 5x7" b&w photograph of floor being laid over atrium opening, January 22, 1965 [eventually each opening on all three floors were floored over,

- Hunnewell Building renovation in 1993 re-opened the atrium]; one 5x7" b&w photograph of the 4th floor herbarium pre 1987 when the cases were replaced, 2 copies; nine, 3½x5" b&w photographs of herbarium cabinets and specimens taken after their move to Hunnewell Building 4th floor circa 1981 (some specimen photos show insect damage), photographer unknown; one, 5x7" b&w photograph of Dr. Lily May Perry examining a specimen in the herbarium [images have sometimes been misidentified as being of Elise Howard, the wife of Arboretum staff member Heman Howard, who also worked in the herbarium]; three, 3½x5", color prints of the delivery and insertion of the new, insect proof herbarium cases in 1986 [one is of Ida Hay supervising move from window], photographs by Susan Hardy Brown
- 2:** Series of 24, 5x7" b&w photographs of herbarium processes and procedures. Almost all taken by Heman Howard in April 1968 for use in [Notes on Making an Herbarium](#) by Gordon P. DeWolf, Jr. published in *Arnoldia* that same year
 - 3:** Six, 8x10" b&w photographs of 2nd floor herbarium by Istvan Racz (Racz & Debreczy) January 7, 1991
 - 4:** Three, 8x10" b&w photographs of collecting herbarium specimens from the Arnold Arboretum's living collections. Ida Hay appears in all three: Richard E. Weaver appears in two of the three. Photographs by Pamela Bruns, c1980
 - 5:** One, 7"x5" b&w photograph of Ida Hay at American Association of Botanic Gardens and Arboreta (AABGA) Meeting at Arnold Arboretum, October 1974. Photographer unknown; one, 8"x10" b&w photograph of herbarium sheets: *Greeniopsis discolor* and *Mucuna samarensis*, circa April 1991. Photograph by Susan Hardy Brown.