

Pitt Rivers Museum

Documents in chronological order: 1880-1933

Date	Nature of Document	Content of Document
1880		
27th June	Letter: Gen. Pitt Rivers to A.W. Franks of the British Museum.	<p>Explains the special purpose and mode of arrangement of his collection and stresses that it would be a useful adjunct to those in the B.M. which cannot itself arrange its exhibits educationally. Asks for Franks' support in setting it accepted.</p> <p>Imposes two conditions: a) adequate space b) sole control with power to act during his lifetime.</p>
1st July	Letter: Gen. Pitt Rivers to A.W. Franks	<p>Turns down suggestion that his collection should remain at South Kensington but be run administratively by the B.M. Say its proper place is Science and Arts Department of the B.M. and stresses its scientific character.</p> <p>Again points out the necessity of keeping authority and the power of decision in the hands of one man.</p> <p>He would impose no stipulation as to conditions after his death.</p>
1881		
30th March	Letter: Professor Moseley to A.W. Franks	<p>Tells him that, on the suggestion of Professor Westwood, Professor of Entomology at Oxford, Gen. Pitt Rivers has authorised him to offer the collection to the University of Oxford. He has done so and the matter will come before the Hebdomadal Council in the second or third week of April.</p> <p>Expresses his own high opinion of the collection and his conviction of its great value to Oxford both by reason of its anthropological importance and educational value. Degrees in anthropology are to be initiated shortly and this opportunity of acquiring such material should be taken.</p>

Date	Nature of Document	Content of Document
1882		Asks to write a letter that could be read to the Council vouching for the value of the collection and its probable usefulness to Oxford. He has also asked John Evans to write one. (Treasurer of the Royal Society)
30th May	Entry in University Gazette	<p>Notice of the forthcoming decree to proposed by the Committee appointed to consider the offer of the collection recommending acceptance and the provision of a building to house it.</p> <p>In a note appended are:</p> <ul style="list-style-type: none"> a) a rough estimate of the kind and size of building needed and the number of cases etc with estimate of a probable cost. b) a description of the content of the collection and an explanation of its mode of arrangement. c) Extracts from letters giving high praise to the collection from A.W. Franks, J. Evans and E.B. Taylor, Professor of Ethnology.
1883		
19th January	Special Report to the Council from the Committee of Council set up to consider the offer of the collection.	<p>Recommends acceptance on terms laid down by the Committee in agreement with Gen. Pitt Rivers.</p> <p>The Terms:</p> <ul style="list-style-type: none"> a) An annexe to the University Museum to be erected to receive it. b) The University to expand and develop it, as the opportunity offers, but it shall always be known, however much extended, as The Pitt Rivers Collection. <p>The Committee give estimates and specifications for a suitable building drawn up by an expert recommended by the Department of Science and Art at the South Kensington Museum.</p>
? January	Pamphlet– to tell members of the University about the collection.	<p>Estimated cost, including cases £10,100</p> <p>Gives details about present whereabouts ie South Kensington (Exhibition Buildings)</p> <p>Purpose To throw light on the history of various arts- to show their evolution and various stages of</p>

Date	Nature of Document	Content of Document						
		<p>development– to illustrate cross influences and the evidence of the independent growth of similar forms.</p>						
		<p>Arrangement Grouped in series to illustrate probable order of development. Not chronological or geographical. Gives summary of contents– over 14,000 objects under headings: Prehistoric Objects Objects belonging to historic times Domestic Life Weapons and defensive armour Arts and ornaments Musical instruments Horses and equipment Ships and ship building</p>						
6th February	Entry in University Gazette	The same information about the collection as that given in the pamphlet above.						
1884								
13th May	Entry in University Gazette	<p>Notice of affixing of the University Seal in Convocation on May 20th to the Deed of Gift and the Declaration of Trust in respect of the Pitt Rivers Collection formally accepted in Convocation on March 7th 1883.</p>						
		<p>Gives full text of the terms agreed with two additions: that a lecturer by appointed to teach anthropology and that any donors shall be able to use the exhibitions for drawing etc. for purposes of illustration, description or publication.</p>						
25th November	Entry in University Gazette	<p>Notice of decrees to be submitted to council on Dec 2nd by the Delegates of the Museum. (Agreed at their meeting, November 24th)</p>						
		<p>a) To ask for expenditure of £1600 on the Pitt Rivers Collection for fittings and removal expenses.</p>						
		<p>A note refers to the original vote of £7500 as inadequate. Revised estimate of cost of building and fittings given first as £7092 for the building alone, but was reduced and accepted as follows:</p>						
		<table border="0"> <tr> <td data-bbox="1015 1816 1112 1843">Building</td> <td data-bbox="1161 1816 1242 1843">£5445</td> </tr> <tr> <td data-bbox="1015 1843 1112 1871">Cases etc</td> <td data-bbox="1161 1843 1242 1871">£3000</td> </tr> <tr> <td data-bbox="1015 1871 1112 1898">fees for</td> <td></td> </tr> </table>	Building	£5445	Cases etc	£3000	fees for	
Building	£5445							
Cases etc	£3000							
fees for								

Date	Nature of Document	Content of Document
		<p style="text-align: right;">Architect and Clerk of Works £400 Total £8845: 21</p> <p>So supplementary vote of £1600</p> <p>b) that a sum not exceeding £200 should be spent to enlarge the boiler house in view of future extensions to the University Museum.</p>
1885		
11th October	Letter: Professor Moseley to H. Balfour	Suggests that he should do about a years work arranging and labelling the collection. He thinks that, though a short prospect in itself, it might lead to other things. Hopes to get the University to agree to £100 as remuneration.
1887		
22nd November	Entry in University Gazette	<p>Notice of a decree to be proposed to the effect that £1200 should be authorised for expenditure in arranging and cataloguing the Pitt Rivers Collection. It should be spent in a period of three years from 1st January 1888 and not more than £450 in any one year.</p> <p>It gives in full a letter from H. Balfour to Dr Fowler making the following points in answer to queries made about the work:</p> <p>a) He cannot state definitely that the work will be finished in three years. Speculations cannot be accurate since progress depends on the extensions and consequent rearrangement of the lower gallery.</p> <p>b) Professor Moseley is ill and, on his return, may not approve Balfour's arrangement and require alterations.</p>
Undated	Entry in University Gazette	Report that the above decree was passed in Convocation, November 29th, on a division Placelets 47 Non-placelets 10
3rd December	Letter: Pitt Rivers to Sir Henry Acland	Thanks him for his work in explaining the purpose and mode of arrangement of the collection.
13th December	Letter: Pitt Rivers to Sir Henry Acland	Reports progress on the printing of certain plates of items in his collection. Says he is very busy on the second volume of his Excavations and cannot get to Oxford yet.

Date	Nature of Document	Content of Document						
13th December	Letter: Pitt Rivers to H. Balfour	Suggests that Balfour should visit him to discuss the production of plates. Says that 32 are done and 28 of them already lithographed.						
1888								
21st January	Letter: Pitt Rivers to H. Balfour	States that there is no point in letting the Museum draughtsman continue to make drawings as he may well be duplicating those already done. Many more are finished than were shown to Balfour.						
1889								
6th November	Extract from the Oxford Magazine	Gives details of important additions to the collection from W. M. Flinders Petrie and from Petrie, Haworth and Kennard.						
NB Stuck in next to undated document from P5								
Undated	Extract from the Students' Handbook	Gives facts about the acquisition of the collection, its purpose and mode of arrangement, ie in series.						
1890								
2nd May	Entry in the University Gazette. Report of the Sub-Curator of the Pitt Rivers Museum, H. Balfour submitted through Linacre Professor	<p>Progress Report:</p> <p>a) The work in the Upper Galley is sufficiently far advanced for it to be opened to the public in the afternoons. Much labelling, drawing, and map-making remains to be done and the card catalogue to be finished.</p> <p>b) The geological specimens from the collection presented by J. Wickham Flower to the Department of Geology to be transferred to the Pitt Rivers Museum.</p> <p>c) Professor Moseley's absence, through illness, has made Balfour's work more onerous. He needs more help.</p> <p>States the staff position:</p> <table data-bbox="909 1501 1433 1596"> <tr> <td>Sub-Curator</td> <td>£200 p.a.</td> </tr> <tr> <td>Two Assistant</td> <td>£52 p.a.</td> </tr> <tr> <td></td> <td>£40 p.a.</td> </tr> </table> <p>d) Gives a list of additions.</p> <p>Asks for specimens from other parts of the world.</p>	Sub-Curator	£200 p.a.	Two Assistant	£52 p.a.		£40 p.a.
Sub-Curator	£200 p.a.							
Two Assistant	£52 p.a.							
	£40 p.a.							
3rd May	Letter: from the Departmental Linacre Professor to Professor Price	<p>He sends the copy of above report to the Delegates of the Museum with the expressed approval of himself and the Reader in Anthropology, Dr Tylor.</p> <p>Comments</p> <p>New arrangements must be made when the</p>						

Date

Nature of Document

Content of Documents

when the grant expires at the end of the year.

Makes reference to the existing relationships between the Museum Collections, to which the Pitt Rivers Collection was added, and Linacre Professor, laid down by Statute 1V.i. Par3, Particular Regulations, 1Vd.

This decree enacts that the Linacre Professor is Curator of the Ethnological Collections of the University Museum.

He quotes Professor Moseley's opinion that it is impossible for the Linacre Professor to do the double duty. The arrangement is very precarious. The Reader in Anthropology is maintained by the Delegates of the University Fund so his office could, if necessity arose, lapse though his duties were stated in the decree of 15th November 1883. His office dates from January 1st 1884 N.B. The Deed of Gift of the Pitt Rivers Collection stipulates the appointment of a lecturer in Anthropology.

Owing to immense importance of the collection and its capacity for growth and expansion, it is essential that a working curator be appointed.

He urges the claims of H. Balfour whose work has been beyond praise.

Enclosure to above letter:
Special Report by H. Balfour

- a) Gives resume of history of the acceptance of the gift of the Collection.
- b) Points out that the grant expires at the end of the year and that a permanent arrangement for the maintenance and development of the collection must be made. Suggests that a sum of money be set aside to provide income for these purposes.
- c) The initial arrangement may be finished by the end of the year but there is much essential work in addition to be done to provide new series, catalogue new material, to make drawings and maps and to draw up a handbook for the use of the general public.

The Building

Good on the whole but insufficiently furnished with cases and cabinets.

A curators room urgently needed where the correspondence and administrative matters

Date	Nature of Document	Content of Document
		<p>may be attended to and the actual classifying and arranging can be done.</p> <p>Also a working room for the storing of material, for repair work and such carpentry etc as is needed to maintain the exhibits. More cases must be made. A small sum is needed for these.</p> <p>Staff</p> <p>A working Curator to give all his time to the collection together with two trained assistants to give constant attention to the preservation as well as the arrangement and display of the items.</p> <p>Finance</p> <p>A small reserve fund for the purchase of specimens to complete series or initiate new ones.</p> <p>A grant for the supply of cases and cabinets.</p>
28th May	Entry in University Gazette	<p>Notice of a decree to be proposed, viz; that the grant authorised on the 29th November 1887 for three years ending 31st December 1890 be extended to 31st December 1891 and that a sum not exceeding £300 be voted to supplement the balance left over.</p> <p>A note explains the position.</p> <p>Sum spent up to 31st December 1889.. £630 Sum expected to be spent in 1890... £450 Balance... £120</p> <p>According to the conditions imposed, £450 may be spent in one year but the average expenditure up to date is less than this so vote of £300 should be sufficient.</p> <p>Suggestion in parenthesis that the work should be completed in this further year.</p>
1st June	Letter: Balfour to Professor Price	<p>Refers him to the opinion expressed in brackets in the above decree that the work in the Museum would be completed in another year.</p> <p>Asks him to bring a strong protest from Balfour before the Council. The opinion is uninformed and irresponsible.</p>

Date	Nature of Document	Content of Document
		<p>Moreover, no term can be put to the growth and improvement of any collection, especially to this one– the most valuable asset of the university.</p>
2nd June	Letter: Hatchet Jackson to Professor Price	Supports Balfour's protest. The remark is not based on any opinion stated by a complete critic. He condemns the formulation of a decree without reference to those in charge of the collection.
2nd June	Letter: Pelham to Balfour	<p>Inform him that his protest has been put before Council. They agree that, in the sense in which Balfour views the collection, no limit can be fixed. But these grants are voted for such preliminary work as to render it usable. The perfecting and extension of the Museum must be provided for by a permanent arrangement. That question is not before the Council at present.</p> <p>The decree must go through but he regrets the wording.</p>
3rd June	Entry in University Gazette	Notice that the above degree was passed in Convocation.
3rd June	Notice of the meeting of The Committee on the Pitt Rivers Collection to be held on 4th June	Balfour's report to be on the Agenda (It was not discussed).
12th June	Letter: Dr E. H. Tylor to H. Balfour	Writes to tell him that, owing to his letter and suggestions about the Museum, the arrangements are in danger of being discontinued after this year. His remarks have given the impression that, unless he is made Curator, he will not bind himself to work throughout 1891. He thinks the letter was unwise and asks Balfour to see Price and make quite clear to him what the position is.
15th June	Letter: H. Balfour to Professor Price	<p>States the position as requested by Tylor.</p> <p>He has done exacting and important work without the privileges or title of curator. He has no official standing and therefore is at a disadvantage vis-à-vis Scientists outside Oxford.</p> <p>Must therefore ask to be made curator for the year, placed on the same footing as the other heads of department in the Museum, and</p>

Date	Nature of Document	Content of Document
		and given the right to attend meetings and have a say in Museum affairs.
		Points out again that the Linacre Professor cannot fulfil the responsibilities of the two offices and his charge is only titular. A working curator will have to be appointed whenever a permanent appointment is made and since a new election to the Linacre Professorship is imminent, it would seem a good time to settle the matter of provision for the Museum
		He would regret giving up the work but is unwilling to continue in the present conditions.
16th June	Letter: Price to Balfour	Reports that the Recommendations of the Committee of Delegates about the Pitt Rivers Museum have that day been considered in Council. No decision yet.
16th June	Letter: Secretary of the Council to H. Balfour	Writes to inform him that the Council have passed a resolution that he be asked to continue for another year under the same condition as heretofore.
17th June	Letter: H. Balfour to the Vice-Chancellor	Regrets the refusal, without explanation, of his modest and reasonable terms and refuses the offer.
15th October	Notice of Meeting of the Committee of Delegates to be held on 21st October.	Purpose: to consider the provision of additional workrooms. A committee appointed to scrutinize various projects and report to the Council.
25th October	Notice of another meeting to consider further	Dr Tylor attends.
30th October	Letter: the Vice-Chancellor, to H. Balfour.	Invites him to attend the meeting of Council that afternoon and give them his advice.
NB Balfour was in London for the day and only got the note on his return so did not go.		
31st October	Letter: the Vice-Chancellor to H. Balfour	To inform him that at their meeting the Council accepted his proposals and agreed to give him the title of Curator.
31st October	Letter: H. Balfour to the President of the Curators of the University Chest	Asks him to put the enclosed suggestion about the extensions before the council.
	With enclosures	Suggestions a) Room for the Curator to be approx 20x15 feet.

Date	Nature of Document	Content of Document
		<p>Maximum table space should be provided. Work to be done includes cataloguing, labelling, transacting business etc.</p> <p>b) Workroom for the assistants approx 20x20 ft to be used for repairs, carpentry, packaging, unpacking and storing material. Large doors essential leading to the exterior as well as access to the main building to facilitate supervision of visitors.</p>

NB Up to now all work done in one of the galleries and the conditions are impossible.

1st November	Letter: Professor Fowler to H. Balfour	To tell him that his suggestions with similar ones with Professors Green, Westwood and Lankester are to be printed and laid before Council.
3rd November	Letter: H. Balfour to President of the University Common Community Chest	To clarify his request for “access to the Museum” from the assistants’ working room.
3rd November	Letter: Professor Fowler to H. Balfour	To tell him that Council have referred to the whole matter of Museum applications, without discussion, to an ad hoc committee composed of Council members and three members of Convocation.
7th November	Notice of a meeting of the Committee on Museum grants to be held on 13th November.	
25th November	Entry in University Gazette	Notice of decree making Balfour curator with status equal to that of other Professors in the museum until December 31st 1891.

NB Although not in chronological order, on the same page is cutting 2.12.1890 from page 14.

28th November	Letter: Gen. Pitt Rivers to H. Balfour	<p>(In reply to one from Balfour asking if he has any objections to Balfour’s publishing a paper on the evolution of ornamental patterns as illustrated by a series in the museum).</p> <p>a) He has every objection. Nothing must be published before he has had an opportunity of explaining his collections and its mode of arrangement to the University.</p> <p>b) There must be no recurrence of the kind of thing that happened at the Royal Anthropological Institute when Balfour read a paper on the Museum series of composite bows. He was not flattering to the collection and only referred to Pitt Rivers in a footnote.</p> <p>c) Balfour has been in charge for 6 years and</p>
---------------	--	--

Date	Nature of Document	Content of Document
		has extended it but it has been kept in the background too long. He himself has had no access to it.
1st December	Letter H. Balfour to the Vice-Chancellor	Owing to the anomalous situation, he reserves the right not to be bound until 31st December 1891. Gives as additional reason the strange attitude of Gen. Pitt Rivers.
1st December	Letter: (Boyd) The Vice-Chancellor to H. Balfour	Reproves him. Balfour asked for this arrangement and should not now demur.
2nd December	Letter: H. Balfour to the Vice-Chancellor	Says that he had intended to accept the arrangement until he received the letter from Gen. Pitt Rivers. Points out that there is no harm in having the right to resign.
2nd December	Letter: The Vice-Chancellor to H. Balfour	Asks to see Gen. Pitt Rivers' letter and asks Balfour to discuss his reply before sending it.
2nd December	Entry in University Gazette	Decree making Balfour Curator passed in Convocation.
2nd December	Letter: H. Balfour to the Vice-Chancellor with copy of his reply to Gen. Pitt Rivers.	<p data-bbox="925 984 1433 1043">He complies with the request and sends his reply for comment:</p> <p data-bbox="925 1075 1433 1289">Substance of reply: Expresses hurt feelings at the lack of appreciation and understanding. Has been 5, not 6, years in charge. Received the collection in great confusion, many of the series being disarranged and its component element scattered.</p> <p data-bbox="925 1320 1433 1598">He left his work on animal morphology to undertake the care of the collection under the impression that the collection was to be expanded and developed and that there would be an opportunity for research and subsequent publication in the field covered. This interest is the only thing that makes the post worthwhile as the salary is negligible and the conditions difficult.</p> <p data-bbox="925 1629 1433 1898">There is no question of its having been kept in the background . The court has always been open to the public and the Upper Gallery for the past two years. Demonstrations to visitors have roused great interest. Writings on various aspects have kept the collection before scientists both here and abroad.</p>

Date	Nature of Document	Content of Document
		<p>As for his paper, it was on “The complex structures of the higher types”- a subject not dealt with by Gen. Pitt Rivers. It was a very short paper and he intended to expand it for publication with full reference to the work of Gen. Pitt Rivers. Owing to illness, he could not read it himself. It was read for him and the necessary revision not done. He has since rendered full acknowledgement.</p> <p>No discourtesy in suggestion that Gen. Pitt Rivers’ projected lecture to explain the collection to the University should take place when the whole building is opened. He considers it an important event and welcomes its inclusion in next term’s fixtures.</p>
3rd December	Letter: Balfour to Gen. Pitt Rivers	<p>A more friendly letter sent instead of the one above, on the advice of the Vice-Chancellor.</p> <p>He reassures Gen Pitt Rivers that the collection has great prestige and gives details of progress in opening galleries, demonstrations etc.</p> <p>Agrees not to write anything connected with the collection until after Gen. Pitt Rivers’ lecture.</p>
1891		
24th January	Architect’s Report on proposed extensions to the University Museum	<p>Gives details of 4 schemes with estimates, sets of plans for each and a comprehensive key plan. Departments involved– those of Ethnology and Geology (including the Pitt Rivers Museum); Human Anatomy; Morphology; and Entomology.</p> <p>Total expenditure: £11,500 For Ethnology and Geology- £1300. Of this £750 for the Pitt Rivers.</p>
29th January	Notice of meeting of the Committee on Museum Grants to be held on 4th of February.	
10th February	Notice of meeting of the Committee on Museum Grants to be held on 14th of February.	
4th March	Letter: H. Balfour to Gen. Pitt Rivers	<p>Confirms date of Gen. Pitt Rivers’ lecture. Will put off his publication of a paper on Decorative Art until after that.</p>

Date	Nature of Document	Content of Document
14th March	Pamphlet: An account of two reports asked for by the special Committee set up to consider Museum applications.	<p data-bbox="909 258 1438 468">Encouraged by John Steiner and others is planning a book on The Phylogeny of Musical Instruments. Asks Pitt Rivers if he has written on the subject and whether he is willing for Balfour to use the material in the collection in illustration or should he get some other sources.</p> <p data-bbox="909 499 1438 594">Report by W. H. Flower, Head of Department of Natural History in the British Museum.</p> <p data-bbox="909 625 1438 804">a) Emphasises the value of collections in the teaching of a University and points out the great cost of maintaining them. Great praise for the Pitt Rivers Collection; admirably and instructively displayed and housed in the best building he has seen.</p> <p data-bbox="909 835 1438 1056">b) Advocates some administrative changes in the running of the Museum as a whole- chiefly in the duties of Delegates and a clearer definition of the relative powers of the component departments. Advocates a committee with members of business experience and capacity.</p> <p data-bbox="909 1087 1438 1392">c) Makes suggestions of rearrangements of specimens between departments. Comments on weakness of labelling and absence of a catalogue. Preservation, improvement and cataloguing need more labour and money should be spent on them rather than on extra buildings. Three kinds of specimens needed- a set each for students, for advanced research purposes and for display.</p> <p data-bbox="909 1423 1438 1455">2) Report by Alex McCalister, of Cambridge</p> <p data-bbox="909 1486 1438 1749">a) Each Professor should be in complete charge of the arrangement of specimen relative to his teaching and since he cannot find time for the heavy mechanical work involved should be able to appoint, with the concurrence of the Vice-Chancellor, a member of staff to act as Curator. Advocates a General Supervisor with disciplinary control of the various curators.</p> <p data-bbox="909 1780 1438 1898">b) Makes detailed suggestion for the rearrangement of specimens in the various departments. Except for the Pitt Rivers Museum, the other collections fall into</p>

Date	Nature of Document	Content of Document
		<p>natural affinities and hard and fast divisions should be avoided.</p> <p>c) A teaching collection in Elementary Organology to be set up in the Department of Physiology. Physical Anthropology to go to Human Anatomy.</p>
9th May`	Agenda for meeting of Delegates	<p>To receive and consider the above reports and other applications. To consider a request by H. Balfour for permission to dispose of, or exchange superfluous specimens from the Pitt Rivers Museum.</p>
NB Handwritten notes says this item was postponed)	With this, a copy of the report of the special Committee on Museums considered by the Delegates on 1st of May. (On the two reports).	<p>Recommendations:</p> <p>a) The collection in the Middle Court should go with the rest of the Biological Collection.</p> <p>b) Specimens should be transferred as suggested in both reports from Geology to Animal Biology.</p> <p>c) That there kinds of specimens be provided - for students, for research workers and for display purposes.</p> <p>d) That a teaching college in Elementary Organology be set up under Professor of Physiology and the specimens in Physical Anthropology be in the charge of the Professor of Human Anatomy.</p> <p>e) That the suggestion of Professor Flower on general administration and on the supervision of the arrangements of the Museum by a Visitorial Body, be approved.</p> <p>Carried unanimously except for a and b, from which Professor Westwood dissented.</p>
Undated	Proof of the Third Annual Report for 1890 of the Delegates	<p>Comprises Departmental reports and notices of appointments. Among them, is Balfour's report on the Pitt Rivers, telling of progress and his hope that the Lower Gallery will soon be open to the public.</p> <p>Balfour appointed as Curator Lankaster as Linacre Professor</p> <p>List of Accessions given.</p>

Date	Nature of Document	Content of Document
26th May 29th May	Entry in University Gazette Printed circular. Addressed to all members of convocations.	<p>Decree voting £1300 to Geology proposed. Asks them to attend meeting on the 2nd of June and vote against the proposed decrees.</p> <p>Proposals: a) Expenditure of £7000 on buildings for Department of Human Anatomy. b) Expenditure of £2000 on additions and improvements in the Department of Morphology. c) Expenditure of £1300, of which £750 is for the Pitt Rivers Museum, on the Department of Ethnology.</p> <p>Reasons for Rejection: The University income does not increase; larger part of it is derived from internal sources which are liable to decrease. Every addition to buildings involves addition to annual expenditure. Proposals two and three should be cut out. The University has loans of £46,000 still outstanding.</p> <p>Other projects have more validity.</p> <p>EG: the Radcliffe needs buildings.</p> <p>The Archaeological Expedition in Asia Minor, undertaken by Oxford men and yielding material of immense importance should get more than the pitiful sums of £50 and £25 already granted.</p> <p>Up to the present, enormous grants have been made to the Natural Science Department– the present proposal is £10,000 - yet in terms of students and work produced, they have not produced results commensurate with the expenditure. The extensions in Morphology and in Organology, in view of this fact, are not justifiable.</p>
Undated	Entry in University Gazette	Decree to allot £1300 to the Department of Geology and Ethnology passed in Convocation, nem.con. on the 2nd of June.
1st November	Letter: H. Balfour to the Vice-Chancellor	<p>In the absence of any information as to the Council's intentions, formally applies for the renewal of the grant to the Museums.</p> <p>Presses again for a permanent provision of an absolute minimum of £450– an essential arrangement if the collection is to be</p>

Date	Nature of Document	Content of Document
9th November	Letter: The Vice-Chancellor to H. Balfour	<p>preserved, housed and catalogued.</p> <p>To inform him that the Council has, that day agreed to extend the grant for another year if he was willing to continue the work.</p> <p>As regards a permanent arrangement, the Council was considering the recommendation of a committee sent forward on the 18th of May, 1890, that the care of the Museum should be transferred by statute to the Reader in Anthropology and that his duties and a suitable stipend should be considered by the Delegates.</p>
17th November	Letter: H. Balfour to the Vice-Chancellor	<p>Emphasising that his criticisms did not spring from self interest, he maintained that such an arrangement is entirely unsatisfactory. Though the combination of subject would be suitable enough, it was an impossibility for one man to do both jobs.</p> <p>Would deplore a break in the continuity of work and the waste of his own arduous efforts up to date, but sees no point in continuing for another year. The Reader should begin at once.</p> <p>Proposes that with regard to the immense increase in interest in Classical Archaeology, Ethnology should be recognised as a subject.</p>
17th November	Entry in University Gazette	Notice of decree authorising extension of the grant to the Pitt Rivers Museum until the 31st of December, 1892.
23rd November	Letter: The Vice-Chancellor to H. Balfour	He informs him that his letter has been read the Council that day. They do not understand what his intention is and ask for a straight forward answer– will he continue in the conditions operating now or not? If not, the decree will be withdrawn.
23rd November	Letter: H. Balfour to the Vice-Chancellor	<p>Does not see how his decision could affect the decree since, unless the Department is to be allowed to collapse, some money will be necessary whoever is in charge.</p> <p>He will not bind himself to work for a year. Asks for an interview.</p>
24th November	Letter: H. Balfour to the Vice-Chancellor	Formally declines to continue the management of the Pitt Rivers Museum under existing arrangements.

Date	Nature of Document	Content of Document
24th November	Entry in the University Gazette	Decree to extend grant to the Pitt Rivers Museum postponed by the Vice-Chancellor.
6th December	Letter: H. Balfour to Alfred Robinson (of New College)	<p data-bbox="909 336 1433 399">In answer to points raised about the museum in a visit.</p> <p data-bbox="909 441 1433 556">Labelling and cataloguing is going on all the time at full stretch but there is only one man to do it do no estimate of the time it will take can be made.</p> <p data-bbox="909 588 1433 651">He is prepared to undertake to compile a handbook in due course.</p> <p data-bbox="909 682 1433 798">He wishes those members of Council unwilling to make a permanent provision for the work would pay the Museum a visit and see for themselves.</p>
10th December	Letter: A. Robinson to H. Balfour	<p data-bbox="909 829 1433 892">Asks for Balfour's ideas on the character and scale of the handbook.</p> <p data-bbox="909 924 1433 1018">Suggests that Balfour should name a term of years, say, seven, by which nearly all the labelling will be completed.</p> <p data-bbox="909 1050 1433 1260">Will personally conduct the Council round the Museum but must either Dr Tylor or himself with them or they would derive neither instruction nor pleasure from the tour. He wished they had visited it in Kensington as there was a catalogue at that time which would have enlightened them.</p>
10th December	Letter: H. Balfour to A. Robinson	<p data-bbox="909 1291 1433 1659">The handbook should be a guide for the general unscientific public, showing the nature and object of each series with captions for each item. Appropriate sections printed on one side only should be put with each series to help those who do not buy their own copy. None possible, however, until the lower gallery is cleared and rearranged. Agrees that in a period of seven years, the labelling and cataloguing could be all but finished and many of the necessary maps and drawings made.</p> <p data-bbox="909 1690 1433 1837">He takes strong exception to the remarks about unaccompanied visit. He challenges the statement about Kensington, and states categorically that there was no general catalogue.</p> <p data-bbox="909 1869 1433 1900">Deprecates the unspoken, but manifest, lack</p>

Date	Nature of Document	Content of Document
15th December	Letter: H. Balfour to Gamlen, Secretary of the University Chest	<p>of confidence in him.</p> <p>Replies to Gamlen's suggestion, passed on by Dr. Tylor that one of the rooms in the Annexe of the Pitt Rivers Museum could be made available to the Clerk of the Works in charge of the new building for the Anatomical Department.</p> <p>Says it is quite impossible. He has only 4 rooms;- a loft conversion, a cellar (both used for storage), a Curator's room and a work room for carpentry etc. If one is given up, a gallery will have to be closed to the public, and used instead.</p> <p>He suggests, temporary, galvanised hut.</p>
19th December 1892	Letter: Gamlen to H. Balfour	In view of Balfour's letter, he cannot take the responsibility of diverting a room.
2nd? 6th January	Letter: Gamlen to H. Balfour	Informs him that the Curators will agree to his request that he be allowed to stay and use up the unspent part of the previous year's grant. Asks him to supervise any expenditure and regrets that he cannot remunerate Balfour.
12th February	Letter: A. Robinson to H. Balfour	<p>Sends him copies of two decrees, proposed by the Committee on Museum Grants and agreed by the Council in principle:</p> <p>a) That Balfour be appointed as Curator for a term of seven years– until the 31st of December, 1898, with the same status as the Professors teaching there and a salary of £200 p.a.</p> <p>b) That £150 be voted for assistance and current expenses (p.a.)</p> <p>Note accompanies them, compiled, it states, from Balfour's own letters, giving details of progress and his undertaking to produce a handbook before the end of 1892.</p>
13th February	Letter: H. Balfour to A. Robinson	<p>Expresses pleasure at the proposed arrangement.</p> <p>Only two comments:</p> <p>The sum for maintenance is very small; after</p>

Date	Nature of Document	Content of Document
		<p>wages are paid, there will be £50 for upkeep of the whole Museum.</p> <p>All estimates of time must be provisional since the extensions are not yet finished. When they are, the collection must be moved and displayed in different surroundings. The handbook cannot be completed until after this is done. He will get it out as soon as possible.</p>
Undated	Entry in University Gazette	Notice of the above decrees. In a note appended the hand book is to be finished by the end of the Long Vacation, 1893.
20th February	Letter: Gamlen to H. Balfour	<p>(In answer to queries about the progress of work of buildings).</p> <p>Water pipes and grates fixed. Contractors are to be urged to hurry.</p> <p>No-one is committed to any particular order in the building of the many extensions authorised. They may feel that the Biological and Anatomical Departments are so crowded that their buildings have been given priority. Will send estimate for an extra, as asked vis-à-vis matchboarding for the Curators room. Sum allowed for fittings must depend on total cost.</p>
18th March (?)	Copy of a questionnaire sent to all Professors in the University Museums and their suggestions. Originally sent out, 11th December 1891.	Asks for suggestions about administration.
12th November 1891		Also summary of answers to questions.
19th March	Letter: Gamblen to H. Balfour	<p>Says that the allowance for maintenance is not small. Described the method of payment required. They meet weekly and will advance £20 a time and double this in the long vacation.</p> <p>Since costs have exceeded estimates, only £40 for fittings. The Curator must send in requisition before spending anything. Encloses estimates for matchboarding.</p>
21st or 23rd May (?)	Letter: H. Balfour to Gamlen	<p>Objects to method of drawing money. Wants to pay by cheque. Has no means of keeping sums of cash. Can buy fittings at bargain prices as opportunity arises and quotes examples of bargains. Undertakes to keep the £40 for fitting in a separate account. Considers the estimate for matchboarding</p>

Date	Nature of Document	Content of Document
26th March	Letter: Gamlen to H. Balfour	<p>preposterous.</p> <p>Conveys the agreement of the Curators to his proposals for payment. He must keep proper accounts and submit them for audit in the usual way.</p> <p>They will send half yearly cheques; he has already had £15 so his first cheque will be for £60.</p>
1894	Letter: H. Balfour to Professor Flower	<p>Writes in answer to comment made by Professor Flower to the Director of the Natural History Museum that the transfer of a series of stone implements from the Mineralogical cases to the Pitt Rivers has been to the detriment of the collection and of the series.</p> <p>Refutes charge; placing it in its proper context, exhibiting it more adequately, labelling it with copious material of a descriptive nature and assigning it to its donor have all improved it.</p>
1895	Letter: the Vice-Chancellor to H. Balfour	<p>Expresses regret to hear of Balfour's illness and confirms formally two terms' leave of absence.</p>
1898	Letter: H. Balfour to the Vice-Chancellor	<p>Applies for renewal of the grant for the Pitt Rivers Museum.</p> <p>Announces great advance in careful and systematic arrangement of the exhibits.</p> <p>Refers to many additions and impressive development, and points out that it has gained such prestige as to place it in the forefront of world museums.</p> <p>But the grant is insufficient. Asks for £200 p.a. Cannot keep his trained assistants on the meagre wages he can pay.</p>
6th October	Letter: The Vice-Chancellor to H. Balfour	<p>To inform him that his letter has been passed on to his successor elect with the plea that the work in the Museum should not be hampered for lack of funds.</p>
25th October	Entry in University Gazette	<p>Notice of two decrees:</p>

Date	Nature of Document	Content of Document
		<p>That the grant be awarded for another period of seven years, until 31st of December 1905. That a grant of £150 be authorised for maintenance as before.</p>
7th or 27th of October (?)	Letter: H. Balfour to the Vice-Chancellor	<p>Expresses hope that the passing of the two decrees will not preclude the raising of the grant later.</p> <p>Repeats that he cannot keep his staff. Quotes most Museums' funds as £500-700 p.a.</p> <p>Asks for the appointments of a committee to look into arrangements in other museums.</p>
27th October	Letter: Vice-Chancellor to H. Balfour	<p>States that the question of the grant will come before the Council next term, Then the financial position of the university will be considered and a statement of all competing claims.</p> <p>Assures him that the difficulty of increasing the grant does not arise from lack of appreciation either of the collection or of his work.</p>
1st November	Entry in University Gazette	The two decrees above passed in Congregation.
4th November	Letter: Mary Anson to the Bishop (of Oxford?)	<p>Complains of the insult to Christ and His Mother in the placing of the Crucifix and a statue of the Virgin Mary in a glass case with fetishes and heathen gods.</p> <p>Condemns this act and attributes it to an Atheistical member of the staff.</p>
1899		
24th January	Letter: Vice-Chancellor to H. Balfour	Tells him that his grant is to be increased from £50 to £200.
7th February	Entry in University Gazette	Notice of the decree proposed, to raise the grant for the expenses of the Pitt Rivers Museum. Passed in Congregation.
21st February	Entry in University Gazette	Above decree passed in Convocation, nem. con. on 16th February.
30th May	Entry in University Gazette	That the decree of 8th of November 1898, superseded by that passed in Convocation on 16th of February 1899, be rescinded. Passed in Congregation.

Date	Nature of Document	Content of Document
6th June	Entry in University Gazette	<p>The decree that the decree of 8th of November 1898 be rescinded passed in Convocation.</p> <p>That further provision be made for the purchase of cases for the Pitt Rivers Museum to the extent of a sum not exceeding £170.</p>
1902		
18th June	Pamphlet entitled University Needs; The Pitt Rivers Museum– sent by Balfour.	<p>Sent in reply to circular letter from the Vice-Chancellor, dated 20th February 1902.</p> <p>Immediate Needs:</p> <p>a) Improved financial provision. At present no permanent endowment and no guarantee of the continuation of grants. b) Even one skilled attendant impossible since the appropriate salary for such an assistant would be about £150 p.a. Only one assistant possible, at a salary of £50-70 p.a. So change of staff frequent with consequence loss of efficiency. c) Adequate provision for safe and systematic storage of non-exhibited material in cases and cabinets.</p> <p>NB In 1900, after payment of wages, the sum available for upkeep was £44.</p> <p>NB In 1901, the Chief Assistant went to a more lucrative post. The Curator has since tried to do double duty in order to save the salary for cases and also spent some of his own meagre stipend.</p> <p>d) A small fund, £40 to £50 p.a. to buy additional specimens and to improve important series. e) Increased facilities for printing and photography.</p> <p>Prospective, but urgent, needs:</p> <p>a) An addition to the building consisting of a basement and three floors at an estimated cost of approx £2500 with £2000 for fittings. NB A piece of ground is available to the south of the present Museum. b) Electric Light. At present the Museum is lit by oil lamps– only the work rooms have electricity. c) An outside gallery on the roof of the main building to allow of inspection of the roof and repairs when necessary. d) Provision for students. At present there is none at all.</p>

Date	Nature of Document	Content of Document
Undated	Statement in pencil supporting an application for a £100 increase in the grant. (Obviously from H. Balfour)	<p data-bbox="925 252 1433 357">States that the improved financial position of the University has led him to ask for an increase of £100 in the maintenance grant.</p> <p data-bbox="925 378 1433 420">Makes the following points:-</p> <p data-bbox="925 441 1433 588">a) The Museum occupies a prominent position internationally. Its prestige has been maintained only by occasional help from private sources and by ad hoc grants quite insufficient to provide the necessary service.</p> <p data-bbox="925 598 1433 861">b) The Curator, with one assistant, has to do the work of administration, business and correspondence, planning, arranging and developing. In addition, in order to have enough money to provide the minimum of fittings, he has to undertake a great deal of the mechanical work usually done by a trained assistant. He is asked to produce a handbook also.</p> <p data-bbox="925 871 1433 934">His own research and writings about the Museum are delayed.</p> <p data-bbox="925 955 1433 1018">After 18 years service, his salary is purely nominal.</p> <p data-bbox="925 1039 1433 1176">The one assistant that it is possible to employ with the amount of money in hand has to be cleaner and attendant as well as a workman.</p> <p data-bbox="925 1197 1433 1260">c) He claims to have the sympathy and support of his colleagues in the Museum.</p>
1903		
29th October	Letter: H. Balfour to Professor Poulton	<p data-bbox="925 1354 1433 1575">Refers to a conversation with Poulton that morning. Poulton has told him of a “feeling” in some quarters that Balfour would never resign however much he threatened to do so and that, therefore, the question of a Fellowship or any other recognition, need not yet be seriously considered.</p> <p data-bbox="925 1596 1433 1690">He would not accept a Fellowship offered merely to keep him instead of in recognition of work done.</p> <p data-bbox="925 1711 1433 1808">If he found that this attitude was general, he would resign and his resignation would be final.</p>

Date	Nature of Document	Content of Document
1904		
4th November (?)	Entry in University Gazette	<p>Notice of decree to be proposed in Convocation on 8th of November thanking the Oxford Division of the B.M.A. for their gift to the University ie the installation of electricity in the Pitt Rivers Museum as a token of appreciation of their use of the buildings.</p> <p>The curators of the University Chest to be authorised to erect some record in the Museum.</p>
24th November	Letter: Professor Poulton to H. Balfour	<p>In response to some inter-departmental friction about their respective needs and views on priorities.</p> <p>The Pitt Rivers Museum is no worse off than any other departments. Each head spends his funds as he likes. If he does not appoint a chief assistant, he must not complain of over work. Let him buy fewer cases.</p>
4th December	Letter: H. Balfour to Professor Poulton	<p>Disclaims any unfriendliness. Acts as he does because his Department is larger and needs more cases and it is a public institution and its upkeep therefore more onerous.</p>
1905		
4th or 14th of November(?)	Entry in University Gazette	<p>Notice of decree renewing Balfour's appointment for seven more years, ie until 31st of December 1912 in the same condition.</p>
1909		
22nd May	Letter: Professor Thomson (Human Anatomy) to H. Balfour	<p>Sends an item for the Agenda of the Delegates meeting -viz- the consideration of the inadequacy of the stipend of the Curator of the Pitt Rivers Museum.</p>
8th December	Entry in University Gazette	<p>Notice of the approval of the Convocation, 1st of December, of Balfour's appointment to the post of Secretary to the Delegates.</p>
29th December	Letter: W. Ramsden (Senior Proctor) to H. Balfour	<p>Thanks him for letter. Hopes to see something done during the coming term.</p>
1910		
January	<p>Proof of the Report of the Committee appointed (8th June, 1909) to consider the stipend of the Curator of the Pitt Rivers Museum</p>	<p>Agrees that is it quite inadequate</p> <p>Refers to his extra duties in tuition EG: teaching for Diploma in Anthropology</p>

Date	Nature of Document	Content of Document
		<p>Instructing probationers for the Sudan Civil Service.</p> <p>Stresses that he is the head of an important department.</p> <p>Recommends:</p> <p>a) An increase of £300 p.a. ie– a stipend of £500, or if he were to be elected to a College Fellowship, £600 from all sources.</p> <p>b) That a College Fellowship be awarded to him as recognition of long and distinguishes services, which has gained for the museum a unique position among Ethnological Museums of the world.</p>
25th February	Letter: E. B. Elliot, for the Delegates, to H. Balfour	<p>To inform him that at their meeting on 24th of February the Delegates ordered that £300 p.a. be paid to him from the Common University Fund, for a period of three years, ie until 31st of December 1912.</p> <p>One proviso– that he must teach on matters connected with the museum.</p>
Undated	Letter: H. Balfour to the Vice-Chancellor	<p>In reply to the request from the Council for a statement of his views on a policy for the Museum.</p> <p>Suggestions:</p> <p>a) Anthropology, which has increased enormously as a subject for study, should be sub-divided into three parts; Physical Anthropology Technology and Pre-History Sociology Each branch should have a specialist in charge.</p> <p>b) There must be a Professor over all to co-ordinate the studies. N.B. A permanent Chair should be offered, Professor Tylor's chair was a personal one and has lapsed. Need to attract a person of distinction by offering a salary of at least £600 p.a. He should have an overall knowledge of all three branches but be a specialist in any one.</p> <p>c) If this is impossible, a less desired but practicable solution would be to confer the title, with a small extra remuneration, on one of the heads of departments perhaps with a Fellowship.</p>

Date	Nature of Document	Content of Document
		d) Students' fees should be used to provide additional lectures of special interest.
	With the above letter are two pages of rough notes, neither headed or signed.	They give the same views as the letter above and are probably a trial version.
1914		
31st January	Agenda for a meeting of the Delegates	Various applications for grants to be considered.
		Discussion of a report sent by H. Balfour on the disposal or exchange of superfluous specimens in the Pitt Rivers Museum.
		Points out that the University rule that gifts may not be negotiated is disadvantageous. Many collections offered to the University have duplicates of those already possessed so they are stored and never exhibited. If negotiated, would be of great value elsewhere.
		Reminds the Delegates that they did sanction transactions years before but the requirement that they should always be referred to the Curator and two other heads of Departments made the scheme too cumbrous to be workable. He asks for a free hand for the Curator.
1915		
18th February	Minutes of a meeting of the Delegates	Assignment to H. Balfour, for the Pitt Rivers Museum, of the temporary building to the North of Museum House, built in 1911 for the Department of Engineering Science.
1918		
9th March	Letter: Keeper of the Archives to H. Balfour	Gives the facts of the Deed of Trust of the Pitt Rivers Museum and of the decree accepting the gift.
		Informs Balfour that the Council considered the question of a building to house it and accepted the report of an ad hoc committee dated 15th of January 1883. The report is in Council papers.
		Says there are no other documents on the subject.

Date	Nature of Document	Content of Document
23rd or 25th October	Entry in University Gazette	Notice of proposed decree to provide £150 in 1919 for the salary of a Scientific Assistant or Demonstrator for the Pitt Rivers Museum.
30th October	Entry in University Gazette	Above decree passed in Congregation.
	Handwritten note on this	Above decree passed in Convocation on 5th November.
1919		
1st October	Letter: H. Balfour to Sir H. Warren	<p>Thanks him for his praise of the Museum in the address to the Museums Association on 8th July.</p> <p>Must protest against, and correct, certain errors of the fact, derogatory to himself. Dr. Tylor was the titular head of the Department. He was not, as described by Sir Henry, the “creator and inspirer of the Collection”. He had had nothing to do with it; no responsibility for, or supervisory powers over, it. Balfour, appointed for the purpose by Professor Mosely, was solely responsible and all the work had been his.</p> <p>Asks Sir Henry to write to the Editor of the Museums Journal and right this great injustice.</p>
7th October	Letter: Sir H. Warren to H. Balfour	Expresses great regret for his mistake and promises to put it right at once, by writing as requested.
8th or 16th October(?)	Letter: H. Balfour to Sir H. Warren	Thanks him and says mistake arose because Dr Tylor went under the old and misleading title of Keeper of the Museum, now changed to Secretary to the Delegates.
5th November	Entry in University Gazette	<p>Decrees passed on 29th of October and 4th of November (in Convocation) appointing Balfour until 31st of December 1926 with salary of £200 p.a. as Curator plus £300 p.a. from the Common University Fund on condition that he gave instruction to other students.</p> <p>Also authorising a maintenance grant of a sum not exceeding £300 p.a.</p>
1924		
30th January	Letter: H. Balfour to the Vice-Chancellor	Writes to protest at the omission of the name from the list of those whose salaries are to be

Date	Nature of Document	Content of Document
		<p>raised considerably, some up to £1200 p.a. His colleagues , some considerably junior, are on the list.</p> <p>He has spent 38 years on the Collection without any financial security either for himself or the museum. He has never been given the full title of Professor, enjoyed by every one of his colleagues in the museum.</p> <p>He accuses the University of exploiting him; he has wasted his life on a thankless task.</p>
14th May	Letter: H. Balfour to the Vice-Chancellor	Having received no answer to his letter of 30th January, he writes again to ask if this injustice is to be readdressed.
17th May	Letter: Vice-Chancellor to H. Balfour	<p>Regrets Balfour's feeling of injustice. But the awards were thoroughly discussed before they were made and cannot be altered.</p> <p>He appreciates the fact that Balfour has made the Museum a great success as a centre of Anthropology.</p>
19th May	Letter: H. Balfour to the Vice-Chancellor	<p>The decision to allow no further discussion shocks him. Reiterates the charge of injustice and lack of appreciation in Oxford. He refers to his reputation outside the University and compares this rebuff with the honour, just accorded him, of election as a Fellow of the Royal Society.</p>
1927	Entry in University Gazette	Decree reappointing H. Balfour for a further period of seven years, ie until 31st December 1933, with salary of £600 and the same conditions. Passed in Congregation, 15th of March.
1935	Entry in University Gazette	<p>Voting on Statutes promulgated on 5th of November 1935:- that the Department of Ethnology be assigned to the Curator of the Pitt Rivers Museum.</p> <p>Note points out that, if the statute is passed, H. Balfour will have the title of full Professor as long as he holds the post of Curator.</p> <p>Decree passed in Convocation, 19 Nov 1935</p>

Date	Nature of Document	Content of Document
1946		
Undated	Letter: T.K. Penniman to Margoliouth	<p>Gives information about the set-up in the museum that would prove relevant if the Faculty of Anthropology wanted to change the statute governing the administration of the museum.</p> <p>a) The present statute, embodying the terms of the original Deed of Gift requires the Curator to maintain it and lays down the provision for lectures in Anthropology must be made</p> <p>b) The prescribed mode of arrangement, with its emphasis on technology and comparative study means that the Curator must be expert in the field, although all departmental subjects must be covered.</p> <p>c) His own lectures in Origin of Civilisation. Pre-history and in Useful and Aesthetic Arts are all based directly on the exhibits in the Museum.</p>

Miscellaneous Documents

- 1) Statement by Lane Fox, afterwards Gen. Pitt River.

In June 1868, he sent a copy of one of the Ogham Stone Inscriptions to Richard Brash of Cork, at the time deciphering them. He suggested reversing the order of reading from the usual bottom to top to the opposite, ie top to bottom. Theory based on the facility of reading thus.

Brash replied 11th of June 1868 rejecting the opinion; facility of reading from top accidental; position of inscription on stone proves that it should be read from the bottom. Gives details of site of stone, how discovered and of other example near by.

Note from Lane Fox. The copy of this reply by Wyndelle and he doubts its accuracy as he has found many of his copies to be inaccurate.

- 2) Printed Poster about the purpose and mode of arrangement of the collection.
- 3) Catalogue of 18th century Music– 1960
- 4) Catalogue of Record Music from the Balkans, Greece and Russia. Undated.

