MORAVIAN ARCHIVES

Inventory
of the records
of the

Moravian Publication Office
1823 - 1964

MPO

Pauline Fox
2012
History
The history of bookselling in Bethlehem began in 1745 when the Moravian Church appointed Samuel Powell, landlord of the Crown Inn on the south bank of the Lehigh River, to also manage the new "Bethlehem Buchladen." Eventually the book store, and other branches dealing with printed material, centered near Main Street on the north side of the river. The first established printing press in Bethlehem began operation in 1830, providing local newspapers and advertising.

The first official Moravian publication to be issued was the quarterly "Missionary Intelligencer", from 1822 to 1849, edited by the Rev. Henry Van Vleck, and printed in New York City. It was then continued as the monthly "Moravian Church Miscellany" from 1850 to 1855. In 1856 a new and expanded weekly "The Moravian" was introduced, with a joint editorial board of Edmund de Schweinitz, L.F. Kampmann, and F. F. Hagen. At first the printing was done in Philadelphia, then transferred to Bethlehem at the end of 1858.

The priority of publication of materials for worship, education and communication was stated in the Resolutions of the 1864 Provincial Synod (Northern District) of the Moravian Church: that "a strenuous effort" should be made to create a printing/publication establishment whenever the Provincial Elders deemed "such a step practicable." The cause of publications was strongly supported by Rev. Sylvester Wolle, who was Treasurer of the Provincial Elders Conference and worked in the Publication Office during the 1860s.

The subsequent 1867 Synod authorized the formation of the Publication Concern that would "combine the printing office, bookstore, and bindery, in one establishment." A key figure at this time was H. A. Brickenstein, on the Committee of Publications at the 1864 and 1868 Synods, and Secretary of Publications in 1871. In May 1868 a location was rented within the new YMCA building on Main Street. The printing office was "put under the management" of brothers Amos C. Clauder and Henry T. Clauder, with the bindery to be added as soon as the means were "on hand." Upon the October 1868 decease of the former, Henry Clauder became sole printer, publisher, and agent for the Concern. In 1871 the three entities—printing office, bookstore, and book bindery (under Anton Hesse)—were moved into one new building on the adjoining property, which is the site of the current Moravian Book Shop. In 1884 Clauder was succeeded by Edwin G. Klose, former professor at the Theological Seminary in Nazareth, who retired in 1894.

While it may appear that printing of "The Moravian" plus church worship and educational supplies such as hymnals and daily texts formed most of the business of the print shop, it is also true that print jobs such as advertisements were done for other and non-Moravian local businesses and schools. Several smaller and sometimes short-term periodicals were also printed for the Church.

Printing of the bimonthly German-language paper "Der Brüder Botschafter" was begun in 1866, "The Little Missionary" in 1871, and the Sunday-School paper "Der Missions Freund" in 1889. The office for German-language publications was managed by Bishop Karl Müller in Wisconsin from 1898 to 1941.

Scope and Content
The collection contains correspondence and business papers related to the Moravian Publication Office, primarily from 1860 through 1893. Most of the content of the correspondence dealt with the placing or fulfilling of orders, with business advertisements, and with the submission of news for
"The Moravian," plus attention to subscription details such as updating addresses. Also, in this time period financial details of billing were often incorporated into the prose of personal correspondence. Most items are in English, with some correspondence and financial records in German script.

Papers designated as "bound" remain tightly wired into an Amberg's holder or Indexicon, with genre such as Letters/Orders/Subscription/Bills lettered onto the spine or first page. Items to E.G. Klose had been wired onto metal prongs in brown cardboard binding cases. When removed, they were organized by year or partial year (e.g., January-June), and then foldered alphabetically by business name or surname of sender, thus maintaining the original ordering.
1. Correspondence

Language:

1.a. incoming correspondence

Incoming correspondence is largely to the offices of Henry T. Clauder in 1871-1880 and of Edwin G. Klosé in 1883-1893. Filed by year, in alphabetical order by business name or by surname of sender, larger quantities of pages may be held in individual folders. For example, correspondence from John Jordan of the Pennsylvania Historical Society is held in a separate folder following "J" in the given year.

1857 - 1869, 1874 - 1878

1 Correspondence to Administrator and Provincial Elders.

Includes:

1.1. to Administrator and official persons, in chronological order 1857-1863
1.2. to Sylvester Wolle about various matters, 1859-1861
1.3. to Sylvester Wolle about "The Moravian", A-G, 1861
1.4. to Sylvester Wolle about "The Moravian", H-O, 1861
1.5. to Sylvester Wolle about "The Moravian", P-Z, 1861
1.6. to Sylvester Wolle about "The Moravian", A-H, 1862
1.7. to Sylvester Wolle about "The Moravian", I-Q, 1862
1.8. to Sylvester Wolle about "The Moravian", R-Z, 1862
1.9. to Sylvester Wolle about other matters, 1862
1.10. to Sylvester Wolle about "The Moravian", A-G, 1863
1.11. to Sylvester Wolle about "The Moravian", H-M, 1863
1.12. to Sylvester Wolle about "The Moravian", N-Z, 1863
1.13. to Sylvester Wolle about other matters, 1863
1.15. to Sylvester Wolle about "The Moravian", A-G, 1864
1.16. to Sylvester Wolle about "The Moravian", H-Q, 1864
1.17. to Sylvester Wolle about "The Moravian", R-Z, 1864
1.18. to Sylvester Wolle about other matters, 1864
1.19. to Sylvester Wolle about "The Moravian", A-F, 1865
1.20. to Sylvester Wolle about "The Moravian", G-M, 1865
1.21. to Sylvester Wolle about "The Moravian", N-Z, 1865
1.22. to Sylvester Wolle about other matters, 1865
1.23. to Sylvester Wolle about "The Moravian", A-Z, 1866
1.25. to Sylvester Wolle about other matters, 1866-1869. Subfolders hold items dated 1866 and 1869, undated items, and items concerning donations for the 1868 missionary ship "Messenger of Peace".
1.26. to Robert de Schweinitz, 1874-1878

Philip H. Goepp [sometimes spelled 'Gapp'] was Administrator at Bethlehem during the 1850s, and the Rev. Edmund de Schweinitz was an Editor of the new Church periodical "The Moravian". The office of Sylvester Wolle, Treasurer of the Provincial Elders Conference, received mail addressed to the Publication Committee of that body, much of which concerned "The Moravian". Unless otherwise noted, folders contain correspondence that largely covered subscriptions, news items, or business advertisements in that periodical.

Later, Robert de Schweinitz also served the Provincial Elders Conference.

1 box
some German

2 Bound Letters and Orders to H.T. Clauder.

1871 - 1875
Includes:

2.1. Letters and Orders, 1871 - 1873
2.2. Orders, Oct 1873 - Jun 1874
2.3. Letters, Jan 1874 - Jun 1874
2.4. Letters, Jul 1874 - Sep 1874
1 box
some German

3  Bound Letters and Orders to H.T. Clauder.
Includes:
3.1. Letters, Oct 1874 - Mar 1875
3.2. on front cover: "The Moravian", Jan 1874 - Jun 1874
3.3. on front cover: "The Moravian", Jul 1874 - Mar 1875
1 box
some German

4  Bound Letters and Orders to H.T. Clauder.
Includes:
4.1. Subscriptions, 1874-1875
4.2. Orders and Letters, 1875-early 1876
4.3. Orders and Letters, mostly later 1876-1877
1 box
some German

133  Bound Letters and Receipts to H.T. Clauder.
1 folder
some German

134  Bound Letters and Receipts to H.T. Clauder.
1 folder
some German

5  Bound Letters and Receipts to H.T. Clauder.
Includes:
5.1. Subscriptions I, Jan 1876 - Jun 1876
5.2. Subscriptions II, Jul 1876 - Dec 1876
5.3. Letters and Receipts, mostly later 1876
1 box
some German

135  Bound Letters and Receipts to H.T. Clauder.
1 folder
some German

6  Bound Letters and Receipts, and Foreign Bills to H.T. Clauder.
Includes:
6.1. Foreign Bills and Letters, 1876 - 1879
6.2. Letters and Receipts, Jan 1877 - Jun 1877
6.3. Subscription Letters, Jan 1877 - Jun 1877
1 box
some German

7  Bound Letters to H.T. Clauder.
Includes:
7.1. Subscription Letters II, Jul 1877 - Dec 1877
7.2. Subscription Letters, Jan 1878 - Jun 1878

1874 - 1875

1874 - 1876

Apr 1875 - Sep 1875

Oct 1875 - Dec 1875

1876

Jan 1876 - Jun 1876

1876 - 1879

1877 - 1878
7.3. Subscription Letters II, Jul 1878 - Dec 1878
1 box
some German
Jan 1879 - Jun 1879

69
Bound Subscription Letters to H. T. Clauder.
1 folder
some German
1879 - 1880

8
Bound Letters to H.T. Clauder.
Includes:
8.1. Subscriptions II, Jul 1879 - Dec 1879
8.2. Subscriptions, Jan 1880 - Jun 1880
8.3. Subscriptions II, Jul 1880 - Dec 1880
1 box
some German
1883

9
Correspondence to Edwin G. Klose.
Includes:
9.1. A
9.2. Edwin Alden & Bro.'s Newspaper Advertising Agency
9.3. B
9.4. Ca-Cl
9.5. H.T. Clauder
9.6. Co-Cy
9.7. D
9.8. E
9.9. F
9.10. G
9.11. Ha
9.12. He-Hy
9.13. I-J
9.15. L
9.16. Lehigh University
9.17. M
9.18. Molten and Münch, Paper and Envelope Warehouse
9.19. N-Q
9.20. Nazareth Hall
9.21. Ra-Ri
9.22. Ro-Ry
9.23. Royal Baking Powder Co. (includes 1881 and 1883)
9.24. SA-Sh
9.25. Si-Sy
9.26. T
9.27. U-V
9.28. Wa-Wh
9.29. Wi-Z
Most of the items are dated from July to December.
1 box
some German
Mar-Dec 1884

10
Correspondence to Edwin G. Klose.
Includes:
10.1. A
10.2. Ba-Be
10.3. Bh-By
10.4. C
10.5. Clark & Maynard, Publishers
10.7. D
10.8. E-F
10.9. G
10.10. Ha
10.11. Hamilton, J. Taylor
10.12. Hark, J. Max
10.13. He-Hy
10.16. K
10.17. L
10.18. Lehigh University
10.19. Linden Hall
10.21. M-N
10.22. Nazareth Hall: 1. Eugene Leibert, Principal, and 2. J.T. Zorn, Associate Principal
10.23. O-P
10.24. Q-R
10.25. Sa-Sp
10.26. St-V
10.27. Wa-We, includes "Waterman's 'Ideal' Pen"
10.28. Wh-Z

Most of the items are dated March through December.
1 box
some German

Correspondence to Edwin G. Klose.

Includes:
11.1. A-B, early 1884
11.2. C-D, early 1884
11.3. E-G, early 1884
11.4. Ha-Hi, early 1884
11.5. Hamilton, J. Taylor, early 1884
11.6. H0-J, early 1884
11.7. K-L, early 1884
11.8. M, early 1884
11.9. N, early 1884
11.10. O-Q, early 1884
11.11. R, early 1884
11.12. S-T, early 1884
11.13. U-V, early 1884
11.15. A-B, early 1885
11.16. A.S. Barnes & Co., Publishers, early 1885, with some replies written on mail from Edwin G. Klose
11.17. Ca-Co, early 1885
11.18. Cr-Cy, early 1885
11.19. D, early 1885
11.20. E-F, early 1885
11.21. G, early 1885
11.22. Ha, early 1885

Jan-Mar 1884, Jan-Jul 1885
11.23. He-Hy, early 1885
11.24. I-K, early 1885
11.25. Keuffel & Esser, Drawing Materials, early 1885
11.26. L, early 1885
11.27. Theo. Leonhardt & Son, Lithographers, early 1885
11.28. Linden Hall, early 1885
11.29. M, early 1885
11.30. Moss Engraving Co., early 1885
11.31. MacKellar, Smiths & Jordan Co., Type Foundry, early 1885
11.32. N-Q, early 1885
11.33. Nazareth Hall, early 1885
11.34. R-T, early 1885
11.35. Wm. Rutter & Co., Book Manufacturers and Binders, early 1885
11.36. U-Z, early 1885
Most 1884 items are dated early, January through March.
Most 1885 items are dated early, January through July.
1 box
some German

12 Correspondence to Edwin G. Klose

Includes:
12.1. A-Be
12.2. Belford, Clarke & Co., Publisher
12.3. Bi-By
12.4. Bulkley, Raiguel & Co., Manufacturer of Paper
12.5. C
12.6. D-G
12.7. H
12.8. I-K
12.10. La-Le
12.11. Li-Ly
12.12. M
12.13. MacKellar, Smiths and Jordan Co., Type Foundry
12.15. Morenzy, Wesley
12.16. N-Q
12.17. Nazareth Hall
12.18. R
12.19. S
12.20. T-V
12.21. W-Z, and incomplete

Most items are dated July through December. Postcards include entire year.
1 box
some German

13 Correspondence to Edwin G. Klose.

Includes:
13.1. A
13.2. Ba
13.3. Baker & Taylor, Publishers and Booksellers

late 1885

1886
13.5. Be-Bl
13.6. Belford, Clarke & Co., Publisher
13.7. Bo-By
13.8. Boorum & Pease, Manufacturers of Blank Books
13.10. C
13.11. D-E
13.12. F-G
13.13. H
13.15. I-J
13.17. K
13.18. L
13.19. Lehigh University
13.20. Theo. Leonhardt & Son, Commercial Lithographers
13.21. Frank Leslie's Publishing House, concerning Psi Upsilon Fraternity
13.22. M
13.23. MacKellar, Smiths & Jordan Co., Type Foundry
13.24. N-O
13.25. Nazareth Hall, Eugene Leibert, Principal
13.26. P-Q
13.27. R
13.28. Romig, A.B.; _____, B.; _____, W.H.
13.29. S
13.30. de Schweinitz, E[dmund]; _____, Paul; _____, Robert
13.31. T-V
13.32. Wa-Wilk
13.33. Will-Z
13.34. Postcards

1 box
some German

14

Correspondence to Edwin G. Klose

Includes:
14.1. A
14.2. Ba-Bl
14.3. Alex Balfour, Book Papers
14.4. Bo-By
14.5. C
14.6. Crosscup & West Engraving Co.
15.7. D
14.8. E
14.9. F-G
14.10. H
14.12. I-K
14.13. L
14.14. Lehigh University
14.15. Theo. Leonhardt & Son, Commercial Lithographers
14.16. Frank Leslie's Publishing House, concerning Psi Upsilon Fraternity
14.17. Linden Hall
14.18. M
14.19. N-Q

1887 - 1889
14.20. Nazareth Hall
14.21. R
14.22. Sa-So
14.23. de Schweinitz, Paul; ____, Robert
14.24. Sp-T
14.25. U-We
14.27. A-Z 1888
14.28. A-Z 1889
14.29. Inquiries and orders A-Q concerning Klein's Gear Tables, 1889. (These "tables" were diagrams and graphs printed on a large card. See also Samples in folder 22.2.)
14.30. Inquiries and orders R-Z concerning Klein's Gear Tables, 1889
14.32. Correspondence from Henry Tetlow concerning purchase of an engine ordered through E.G. Klose from Taylor Manufacturing Co., 1889

Folders 1-26 contain items dated 1887. Folders 27-33 contain the few items that were found dated 1888 and 1889.
1 box
some German

15

Correspondence to Edwin G. Klose.
Includes:
15.1. A-D, largely to Secretary of Publications, 1890
15.2. The Century Co., Church Music Book Dept., 1890
15.3. E-K, largely to Secretary of Publications, 1890
15.4. L-M, largely to Secretary of Publications, 1890
15.5. N-Z, largely to Secretary of Publications, 1890
15.6. A-Z, to Editor concerning subscriptions to Church periodicals and contributions to missions, 1890
15.7. Zoebisch, C. A., to Editor concerning subscriptions and contributions to missions, 1890
15.9. A-Q, to Secretary of Publications, Jan-Apr 1891
15.10. R-Z, to Secretary of Publications, Jan-Apr 1891
15.11. A-L, to Editor concerning subscriptions to Church periodicals and contributions to missions, 1891
15.12. M-R, to Editor concerning subscriptions to Church periodicals and contributions to missions, 1891
15.13. S-Z, to Editor concerning subscriptions to Church periodicals and contributions to missions, 1891
15.15. B, Jun-Dec 1891
15.16. C-D, Jun-Dec 1891
15.17. E-F, Jun-Dec 1891
15.18. G-H, Jun-Dec 1891
15.20. I-J, Jun-Dec 1891
15.22. M-N, Jun-Dec 1891
15.23. O-P, Jun-Dec 1891
15.24. Office of Inspector of Ordnance, request for bids on supplies, Sep 1891
15.25. R, Jun-Dec 1891
Folders 1-5 hold papers dated 1890 and found in folders designating Klose as "Secretary of Publications". They contain many inquiries concerning plans and copyright permissions for contents of a forthcoming new edition of the hymnal. Folders 6-7 hold papers also dated 1890 but found in folders designating Klose as "Editor" of the Church periodicals. Postcards in folder 8 are undesignated.

Folders 9-10 hold papers dated from January to April 1891 and found in folders designating Klose as "Secretary of Publications". As in the 1890 papers, they contain many inquiries concerning the forthcoming new hymnal.

Folders 11-13 hold papers dated 1891 and found in older folders designating Klose as "Editor" of the Church periodicals. Because dates may overlap, it is not clear why some older folders bore designations of office of the recipient. The remaining folders hold papers dated 1891, largely from July to December, and found without designation of recipient. Postcards in folder 30 are undesignated.

1 box
some German

16 Correspondence to Edwin G. Klose.
Includes:

16.1. Ab-Am
16.2. An-Ay
16.3. Ba-Bl
16.4. Bo-By
16.5. C
16.6. D-Eg
16.7. El-Ey
16.8. F-G
16.9. H-J
16.11. K
16.13. La-Le
16.14. Li-Ly
16.15. Linden Hall
16.16. Ma-Me
16.17. Mi-My
16.18. Moravian entities: Church, Historical Society, Missions, Seminary
16.19. N-O
16.20. P-Q
16.21. R
16.22. S
16.23. Salem Academy
16.24. de Schweinitz, Paul; _____, Robert
16.25. Strohmeier, W.
16.26. Strehlow, Julius
16.27. T
16.28. U-V
16.29. W
16.30. X-Z
Correspondence to Edwin G. Klose

Includes:
17.2. A-B, 1893
17.3. C-D, 1893
17.4. E-G, 1893
17.5. H, 1893
17.6. Haehnle, C.A., 1893
17.7. I-J, 1893
17.8. Jackson, Sheldon, 1893. Moravian missionaries corresponded with Jackson, who was General Agent of Education in Alaska, for the U. S. Department of the Interior, Bureau of Education. Other letters are found under “J” of 1885, and in subfolders within “J” of 1886, 1891, and 1892.
17.9. K, 1893
17.10. L, 1893
17.11. M-O, 1893
17.12. P-Q, 1893
17.13. R, 1893
17.14. S, 1893
17.15. de Schweinitz, Paul; ____, Robert, 1893
17.16. T-V, 1893
17.17. W-Z, 1893
17.19. Undated/unsigned/incomplete items, probably ca. 1890-1893

Only the items (postcards) in folder 1 are dated 1892. Remaining items are dated 1893.

1 box
some German

1.b. outgoing correspondence

Most of the outgoing correspondence had been copied into the tissue pages of commercial “letter books”. The books of 1868-1878 are titled on the spine as Letter Books A-H. (Book G is missing.) The later books are dated, but not titled.
<table>
<thead>
<tr>
<th>Letter No.</th>
<th>Description</th>
<th>Dates</th>
<th>Folder(s)</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>146</td>
<td>Letters E: Copies of correspondence from Henry T. Clauder. Inside front cover is a label bearing trademark of “Japanese Letter Copying Book” with a description of the process used for copying onto the tissue pages.</td>
<td>Apr 1875 - Dec 1875</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>147</td>
<td>Letters F: Copies of correspondence from Henry T. Clauder.</td>
<td>Dec 1875 - Aug 1876</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>149</td>
<td>Letter Book: Copies of correspondence from Henry T. Clauder.</td>
<td>May 1878 - Aug 1878</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>150</td>
<td>Bound copies of correspondence from Henry T. Clauder.</td>
<td>Apr 1879 - Jul 1880</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>151</td>
<td>Bound copies of correspondence from Henry T. Clauder.</td>
<td>Jul 1880 - Aug 1881</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>152</td>
<td>Bound copies of correspondence from Henry T. Clauder.</td>
<td>Sep 1881 - Apr 1882</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>153</td>
<td>Bound copies of correspondence from Henry T. Clauder.</td>
<td>May 1882 - Mar 1883</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>154</td>
<td>Loose correspondence from Henry T. Clauder and Edwin G. Klose. Not all years are represented. Included is a letter from H.T. Clauder to the Finance Committee containing a proposed agreement to purchase the Book Store of Wm. H. Jackson in South Bethlehem.</td>
<td>1882 - 1893</td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>155</td>
<td>Bound copies of correspondence from Henry T. Clauder and Edwin G. Klose. In late August 1883 managerial responsibilities moved from H. T. Clauder to E. G. Klose.</td>
<td>Mar 1883 - Jun 1885</td>
<td>1</td>
<td>Fair</td>
</tr>
</tbody>
</table>
156  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Jun 1885 - Jun 1886

157  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Jun 1886 - Jul 1887

158  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Jul 1887 - Dec 1888

159  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Dec 1888 - Apr 1890

160  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Apr 1990 - Aug 1891

161  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Aug 1891 - Dec 1892

162  **Bound copies of correspondence from Edwin G. Klose.**  
1 folder  
Fair  
Language:  

Dec 1892 - Jan 1896

163  **Bound copies of correspondence from Edwin G. Klose.**  
Inside front cover is a label from “The New York Moist Letter Book Co.” with directions for copying onto the tissue pages.  
1 folder  
Fair  
Language:  

Nov 1893 - Dec 1894

2. **Bookkeeping**  
Language:  

2.1. **Annual statements**  

1872 - 1883

23  **Condensed balance sheets**  
1 folder  
Language:  

March 1873

132  **Balance sheet.**  
1 folder
24 Trial balance sheet and statement of Publication Office

March 31, 1874

25 Trial balance sheets and statement of Publication Office

1875, 1876

25.1 Trial balance sheet and statement, March 31, 1875
25.2 Trial balance sheet (apparently a draft), July 1, 1876

1 folder

26 Book of Quarterly Trial Balances of H.T. Clauder, printer

1878 - 1881

26.1 Book of Quarterly Trial Balances of H.T. Clauder, printer

1 folder

27 Reports to Provincial Elders Conference about Publication Concern.

Includes:
1. Report of Committee on Publication Concern, August 1880
2. Reply of H. T. Clauder, November 1880
3. Report to Bishop E. de Schweinitz from Investigating Committee, [1886]

1 folder

28 Pages from statements of departments.

1883 - 1884

28.1 Pages from statements of departments.

1 folder

29 Report to Provincial Elders Conference from Edwin G. Klose.

April 1884

29.1 Report to Provincial Elders Conference from Edwin G. Klose.

1 folder

30 Report to Joint Board from Edwin G. Klose.

April 1885

30.1 Report to Joint Board from Edwin G. Klose.

1 folder

31 Report to Joint Board from Edwin G. Klose.

July 1886

31.1 Report to Joint Board from Edwin G. Klose.

1 folder

32 Abstract and Full Report to Joint Board from Edwin G. Klose.

August 1887

32.1 Abstract and Full Report to Joint Board from Edwin G. Klose.

1 folder

33 Report to Joint Board from Edwin G. Klose.

August 1888

33.1 Report to Joint Board from Edwin G. Klose.

1 folder

34 Report to Joint Board from Edwin G. Klose.

May 1889

34.1 Report to Joint Board from Edwin G. Klose.

1 folder

35 Reports to Joint Board from Edwin G. Klose.

1891

35.1 Reports to Joint Board from Edwin G. Klose.

includes:
35.1. Report, April 1891
35.2. Report, June 1891
1 folder
Language:

June 1892

36  Report to Joint Board from Edwin G. Klose.
1 folder
Language:

June 1893

38  Inventory of stock at Annex in South Bethlehem branch of Book Store.
1 folder
Poor
Language:

May 1893

37  Report to Joint Board from Edwin G. Klose.
1 folder
Language:

2.2. Ledgers
In a ledger, daily itemization or periodic totals are arranged under the name of each person or business client.

119  Ledger A.
1 volume
Language:

1861 - 1871

120  Ledger B and contents found inside cover.
120.1. Paper cover booklet with entries from 1871 into 1873
120.2. Large volume with some entries starting in 1871, some continued in 1873 from
the paper booklet, and many new and continuing accounts 1875.
1 volume
Language:

1871 - 1875

121  Ledger C.
1 volume
Language:

1875 - 1879

2.3. Journals
The term "journal" is used to denote a book into which the daily in/out cash transactions were neatly copied, in chronological order.

Page dated May 1, 1868 reflects the persons and locations of the organization as
stipulated by Provincial Elders Conference.
Last page records death of A. C. Clauder on October 14, 1868.
1 folder
Language:

May 1866 - Oct 1868

122  Journal A.
1 volume
Language:

May 1868 - Aug 1870

123  Journal B.
1 volume
Language:

Sep 1870 - Dec 1872
124  Journal C.
    1 volume
    Language:  

40   Journal of Publication Office.
    1 folder
    Language:  

41   Journal of Publication Office.
    1 folder
    Language:  

42   Journal of Publication Office.
    1 folder
    Language:  

2.4. Daybooks
The term “daybook” is used to denote books in which each in/out cash transaction was entered during a
given day. Such a book may also be called a “cash” book, “charge” book, or “blotter”. The contents were
then periodically recopied neatly into a journal.

126   Cash book of Publication Office.
    Inscribed: “Moravian Publication Office Cash Book”
    This book appears to be first of three consecutive three cash books.
    1 folder
    Fair. Cover is loose.
    Language:  

127   Cash book of Publication Office.
    Inscribed: “Henry T. Clauder Blotter”
    This book appears to be the second of three consecutive cash books.
    1 folder
    Cover is loose.
    Language:  

    Inscribed: “Henry T. Clauder Blotter”
    This book appears to be the third of three consecutive cash books.
    1 folder
    Language:  

55    Blotter.
    Printed label on cover: “Henry T. Clauder”
    Entries are intervallic, and apparently were transferred to another book.
    1 folder
    Fair
    Language:  

56    Blotter.
    Inscribed on first page: “Henry T. Clauder”
    1 folder
    Language:  

43    Cash Book of Moravian Publication Office.
    On spine “Cash”  

Dec 1872 - Oct 1875

Nov 1875 - Sep 1878

Oct 1878 - Dec 1881

Jul 1887 - Dec 1893

Jan 1866 - Jun 1869

Jul 1869 - Nov 1870

Dec 1870 - Sep 1872

Jan 1871 - Sep 1871

May 1871 - Nov 1871

Sep 1872 - Mar 1875
Evidenced by balances carried forward, this book carries to cash book of April 1875, which then carries to that of April 1878.

54 Charge Book.
Cover: "Charge Book. from Oct-5-1872."
1 folder
Language: Oct 1872 - Dec 1875

57 Blotter.
Cover: "Charge Book"
1 folder
Language: Sep 1874 - Dec 1874

58 Blotter.
Cover: "Charge Book"
1 folder
Language: Nov 1875 - Feb 1876

44 Cash Book of Moravian Publication Office.
On spine "Cash"
Evidenced by balances carried forward, this book was brought forward from cash book March 1875, and then carried to that of April 1878.
1 folder
Language: Apr 1875 - Mar 1878

46 Day Book P.
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".
1 folder
Language: Sep 1876 - Feb 1877

47 Day Book Q.
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".
1 folder
Language: Mar 1877 - Dec 1877

48 Day Book R.
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".
1 folder
Language: Dec 1877 - Dec 1878

45 Cash Book of Moravian Publication Office.
On spine "Cash"
Inscribed on first page: "Moravian Publication Office Cash Book"
Evidenced by balance brought forward, this book followed cash book ending March 1878.
1 folder
Language: Apr 1878 - Mar 1881

49 Day Book S.
1 folder
Language: Jan 1879 - Dec 1879
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".

1 folder
Language:

Jan 1880 - Sep 1880

Day Book T.
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".
1 folder
Language:

Oct 1880 - Mar 1881

Day Book U.
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".
1 folder
Language:

Apr 1881 - Jan 1882

Day Book V.
This series of 7 daybooks are labeled alphabetically P-V and dated from September 1876 through January 1882. Covers generally bear "Charge Book" and first page is often inscribed "Sales Book".
1 folder
Language:

Feb 1882 - Mar 1883

Day Book.
On spine: "Day-Book"
On cover: "Charge Book"
1 folder
Language:

2.5. Account Books
In these smaller books, items are arranged under the name of each client or fund.

Account Book of Publication Office with Anton Hesse, binder.
1 folder
Fair. Cover is loose.
Language:

Oct 1878 - Dec 1879

"Petty Cash Book" of Publication Office.
1 folder
Language:

1881 - 1882

"Students Charge Book".
Cover date is "1882", but entries began in 1881. The customers may have been students at Lehigh University.
1 folder
Fair
Language:

Feb 15, 1882 - Oct 20, 1883

Account Book.
Inscribed on cover: "Counter Charge Book"
Written inside cover: "Counter Blotter"
Pages 1-118 bear lists of payments received, similar to a daybook but entries are more intermittent than daily. Pages 119-299 are blank. Pages 300-447 record transactions under names of clients.

1 folder
Language: 1883 - 1884

61
"Students Charge Book".
Cover date is "1883", but entries continue into 1884. The customers may have been students at Lehigh University.
1 folder
Language: 1885 - 1886

62
"Bill Book".
Accounts are with business clients, rather than students.
1 folder
Language: 1886 - 1887

63
"Bill Book".
Accounts are with business clients, rather than students.
1 folder
Language: 1890 - 1891

64
"Bill Book".
Accounts are with business clients, rather than students.
1 folder
Language:

2.6. Bills and Receipts
Loose bills and receipts are in chronological order. Items noted as "Bound" remain tightly wired into "Amberg's" holdeers.

78
Bills and receipts of A. C. Clauder.
1 folder
Language: 1865 - 1868

164
Bills and receipts of Anton Hesse, Book-Binder.
For most of these bills, "Moravian Book Store" was the client.
1 folder
Language: 1872 - 1879

79
Bills from Henry T. Clauder for Sustenation Diacony.
1 folder
Language: 1873 - 1879

80
Bills from Henry T. Clauder for Der Brüder Botschafter.
1 folder
Language: 1873 - 1879

81
Bills from Henry T. Clauder for The Little Missionary.
1 folder
Language: 1873 - 1879

82
Bills from Henry T. Clauder for The Moravian.
1 folder
Language:
Bills and receipts from Henry T. Clauder to various clients. 1874 - 1883

Bound bills and receipts of H.T. Clauder. June 1875 - December 1875

Bound bills and receipts of H.T. Clauder. January 1876 - June 1876

Bound "City" bills and receipts of H.T. Clauder. July 1877 - December 1877
It appears that "City" bills are from clients based in nearby cities such as New York and Philadelphia.

Bound bills and receipts of H.T. Clauder. January 1877 - June 1877

Bound "Receipts" of H.T. Clauder. July 1877 - December 1878

Bound bills and receipts of H. T. Clauder. July 1877 - 1879
It appears that "City" bills are from clients based in nearby cities such as New York and Philadelphia.

Bound [City] "Bills" of H.T. Clauder. July 1878 - December 1878
It appears that "City" bills are from clients based in nearby cities such as New York and Philadelphia.

Bound bills and receipts of H. T. Clauder. 1878

Bound bills and receipts of H. T. Clauder. December 1878 - December 1879

Bound "City Bills" and receipts of H. T. Clauder. January 1879 - June 1879
It appears that "City" bills are from clients based in nearby cities such as New York and Philadelphia.

Bound "City Bills" and receipts of H. T. Clauder. July 1879 - December 1879
It appears that "City" bills are from clients based in nearby cities such as New York and Philadelphia.

Bound "City Bills" and receipts of H. T. Clauder. January 1880 - June 1880
<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td><strong>Bound &quot;City Bills&quot; and receipts of H. T. Clauder.</strong>&lt;br&gt;It appears that &quot;City&quot; bills are from clients based in nearby cities such as New York and Philadelphia.&lt;br&gt;1 folder&lt;br&gt;Language: Jul 1880 - Dec 1780</td>
</tr>
<tr>
<td>73</td>
<td><strong>Bound &quot;City Bills&quot; and receipts of H. T. Clauder.</strong>&lt;br&gt;It appears that &quot;City&quot; bills are from clients based in nearby cities such as New York and Philadelphia.&lt;br&gt;1 folder&lt;br&gt;Language: 1880</td>
</tr>
<tr>
<td>74</td>
<td><strong>Bound bills and receipts of H. T. Clauder.</strong>&lt;br&gt;1 folder&lt;br&gt;Language: 1880 - 1883</td>
</tr>
<tr>
<td>75</td>
<td><strong>Bound &quot;City Bills&quot; and receipts of H. T. Clauder.</strong>&lt;br&gt;It appears that &quot;City&quot; bills are from clients based in nearby cities such as New York and Philadelphia.&lt;br&gt;Although the spine of the book bears &quot;July to Dec&quot;, most items are dated July through October.&lt;br&gt;1 folder&lt;br&gt;Language: Jul 1881 - Dec 1881</td>
</tr>
<tr>
<td>76</td>
<td><strong>Bound &quot;City Bills&quot; and receipts of H. T. Clauder.</strong>&lt;br&gt;It appears that &quot;City&quot; bills are from clients based in nearby cities such as New York and Philadelphia.&lt;br&gt;Although the spine of the book bears &quot;July to Dec&quot;, most items are dated October through December, plus a few in January 1882.&lt;br&gt;1 folder&lt;br&gt;Language: Jan 1881 - Jun 1881</td>
</tr>
<tr>
<td>77</td>
<td><strong>Bound &quot;City Bills&quot; and receipts of H. T. Clauder.</strong>&lt;br&gt;It appears that &quot;City&quot; bills are from clients based in nearby cities such as New York and Philadelphia.&lt;br&gt;Although the spine of the book bears &quot;July to Dec&quot;, most items are dated October through December, plus a few in January 1882.&lt;br&gt;1 folder&lt;br&gt;Language:</td>
</tr>
</tbody>
</table>
1 folder
Language: 1885

90 Bills and receipts from Edwin G. Klose to various clients.
1 folder
Language: 1886 - 1887

91 Bills and receipts from Edwin G. Klose to various clients.
Included is a pledge of Bethlehem booksellers to grant discounts on orders from local school districts.
1 folder
Language: 1888 - 1893

92 Bills and receipts from Edwin G. Klose to various clients.
Undated bills are included.
1 folder
Language:

2.7. Subscription Records
These books list names of subscribers to the Moravian periodicals, the fees for the subscription, and often the geographic locale for shipping.

129 Book of lists of subscribers, locations, and fees for Der Brüder Botschafter.
1 folder
Very poor
Language: Nov 1870 - Aug 1874

94 Book of lists of subscribers and fees for The Moravian.
1 folder
Language:

130 Book of lists of subscribers, locations, and fees for Der Brüder Botschafter and for The Moravian.
Listings for Der Brüder Botschafter are on pages 1-108 from the front of the volume, of which pages 1-52 are loose. Listings for The Moravian are on pages 1-263 inverted from the other cover.
1 volume
Fair
Language: 1874 - 1881

95 Book of lists of subscribers and fees for various periodicals.
1 folder
Poor
Language: 1878 - 1881

96 Lists of subscribers and fees for The Moravian and for Der Brüder Botschafter.
Listings are by geographic location.
1 folder
Language: 1890 - 1900
<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>131</td>
<td>Book of lists of subscribers, locations, and fees for Der Brüder Botschafter and for The Moravian.</td>
<td>1937 - 1943</td>
</tr>
<tr>
<td>97</td>
<td>Lists of subscribers, addresses, and fees for The Moravian. Lists include &quot;receipts&quot; and &quot;disbursements&quot; for Moravian Missions, and &quot;Summaries for Inter-Synodal Period 1937-1941&quot;.</td>
<td>May 1938 - Jul 1941</td>
</tr>
<tr>
<td>98</td>
<td>Book of lists of subscribers and fees. Names of persons are listed with numbers that are likely to be uniform subscription fees or small donations. Amounts are totaled at intervals of several days. Lists are coded for Advertising, Contributions, Loans, and Miscellaneous.</td>
<td>Nov 1946 - Jan 1957</td>
</tr>
<tr>
<td>118</td>
<td>Book of lists of subscribers and fees.</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Account book for Der Brüder Botschafter. Contents are arranged by geographic location.</td>
<td>1905 - 1921</td>
</tr>
<tr>
<td>110</td>
<td>Account book for sales of Losungen. Index of names of clients is on page 1.</td>
<td>1916 - 1924</td>
</tr>
<tr>
<td>103</td>
<td>Book listing receipts and expenditures for Der Missions Freund, Der Brüder Botschafter, and Losungen. An explanatory finding-aid is on p. 156. Entries were made by Karl Mueller.</td>
<td>1916 - 1941</td>
</tr>
<tr>
<td>105</td>
<td>Account book for Der Brüder Botschafter. Contents are arranged by geographic location.</td>
<td>1922 - 1925</td>
</tr>
</tbody>
</table>

## 2.8. Records of the Office for German-language Publications

These materials were preserved by the office of the Rev. Karl A. Müller (b. 1867 - d. 1962), in Wisconsin. He was editor of "Der Brüder Botschafter" from 1899 to 1941, was ordained a Bishop in 1908, was a member of the Provincial Elders Conference, and retired in 1841. Although these publications were in the German language, the records were kept in English.
111  **Account book for sales of Losungen.**
- Loose papers found in this book are foldered inside cover.
- 1 folder
- Fair. Cover is loose.
- Language: 1924 - 1930

106  **Account book for Der Brüder Botschafter.**
- Contents are arranged by geographic location.
- 1 folder
- Language: 1926 - 1938

108  **Reports of Der Brüder Botschafter to Synods.**
- 1 folder
- Language: 1929, 1935, 1936

107  **Account book for Der Brüder Botschafter.**
- Contents are arranged by geographic location.
- 1 folder
- Language: 1939 - 1941

109  **Booklet of deposits and disbursements for Der Brüderbote.**
- Pages bound into this booklet are dated 1952-1959. Loose pages of a larger size found in this booklet are dated 1952-1964.
- 1 folder
- Language: 1952 - 1964

2.9. **Other**

125  **Cash book with lists for orders.**
- Sections include daily in/out cash, lists of text book orders, lists of subscribers to German language books and to non-Moravian periodicals, and fees for postage and shipping.
- 1 volume
- Language: 1866 - 1871

99   **Book listing “Printing Office Merchandise Stock” and values.**
- Only the first 34 pages are used.
- 1 folder
- Poor
- Language: Apr 1876 - Jul 1877

71   **Book of “Estimates of Printing Office & Bindery Work”.**
- A “Type Gauge” found inside the cover is included.
- 1 folder
- Language: 1876 - 1879

100  **Cash book for “Mission Advocate”.**
- On cover: “Cash Book”
- The first 10 pages list daily expenses such as postage and supplies. Later sections list names and locations of apparent subscribers.
- 1 folder
- Language: 1941 - 1943

3. **Other**
Subscription book for the Missionary Intelligencer.

Founded in 1822 and continued until 1849, the quarterly Missionary Intelligencer was the first Moravian publication officially issued at Bethlehem. The full title was "The United Brethren's Missionary Intelligencer and Religious Miscellany -- Published quarterly for the Protestant Episcopal Church of the United Brethren."

In this book, names of clients are entered under headings by location.
1 folder
Fair. Cover is loose.
Language: 1828 - 1832

Correspondence concerning the Missionary Intelligencer.

1 folder
some German
Language: 1828 - 1833

Financial papers concerning the Missionary Intelligencer.

1 folder
Language: 1829 - 1836

Subscription books for the Missionary Intelligencer.

Includes:
113.1. 1829-1830. Summaries of financial information are written on the cover.
113.2. 1829-1831. This book may have been a copy of the 1829-1830 book.
113.3. Loose financial papers found inside these subscription books, 1832-1836 and undated

These small paper-covered books list clients by name and location.
The Rev. William Henry Van Vleck, in New York City, was editor at this time.
1 folder
Language: 1834 - 1839, n.d.

Financial papers concerning the Missionary Intelligencer.

Undated financial papers are included.
1 folder
Language: 1835 - 1839

Correspondence concerning the Missionary Intelligencer.

A copy of a letter from Rev. Wm. H. Van Vleck to Rev. Peter LaTrobe in London is included.
1 folder
Language: ca. 1865 - 1891

Printed advertisements.

These promotional ads were received at the Publication Office concerning available commercial products and services. Though not intrinsic to Moravian publications, their reflection of the contemporaneous cultural milieu is nonetheless valuable.
1 folder
Language: [1870s - 1880s]

Miscellaneous and undated papers

Two papers are headed "Formula" (recipes) that require chemicals and colors, perhaps for inks.
1 folder
Language: 1873 - 1893

Loose Samples of Printing.

Includes:
22.1. Advertising of Marriage Certificates, found inside cover of bound Orders of 1876
22.3. Samples of announcement for "Catalogue of Stereoscopic Views [and] Scenery" 1873; "Specimens of New styles of Types" [1874]; "List of Tunes Proposed to be Inserted in the New Edition of Offices of Worship and Hymns" ca. 1890; promotional flier for Smoykeffer's Calypso Island Transportation; address forms from Edwin G. Klose, "Bookseller, Stationer, and Printer at "The Book Stores" [1885-1893]
These advertisements and blank forms were preserved as samples of printing work done for Church and community use.
1 folder
Language:
[ca. 1875]
21

Bound Samples of Printing.
These seem to be largely samples of printing jobs done for other companies.
1 folder
some German

101

Articles submitted concerning Moravian Sesquicentennial.
101.1. Revisions to Editor from Rev. Paul de Schweinitz concerning his address "The Moravian Pastorate of an Hundred & Fifty Years", June 28, 1892
101.2. A page 14 only, describing some June 25 decorations in the town
101.3. Found with Sesquicentennial papers: German address by G.F. Bahnson, with cover letter to the Rev. M.W. Leibert, July 31, 1892
The Sesquicentennial was observed on June 24-26, 1892, and reported in The Moravian of June 29.
1 folder
some German

1926

102
Blank registration form sent to Moravian Book Shop from the Pennsylvania Auditor General.
A 7-page set of By-Laws was found with the form.
1 folder
Language: