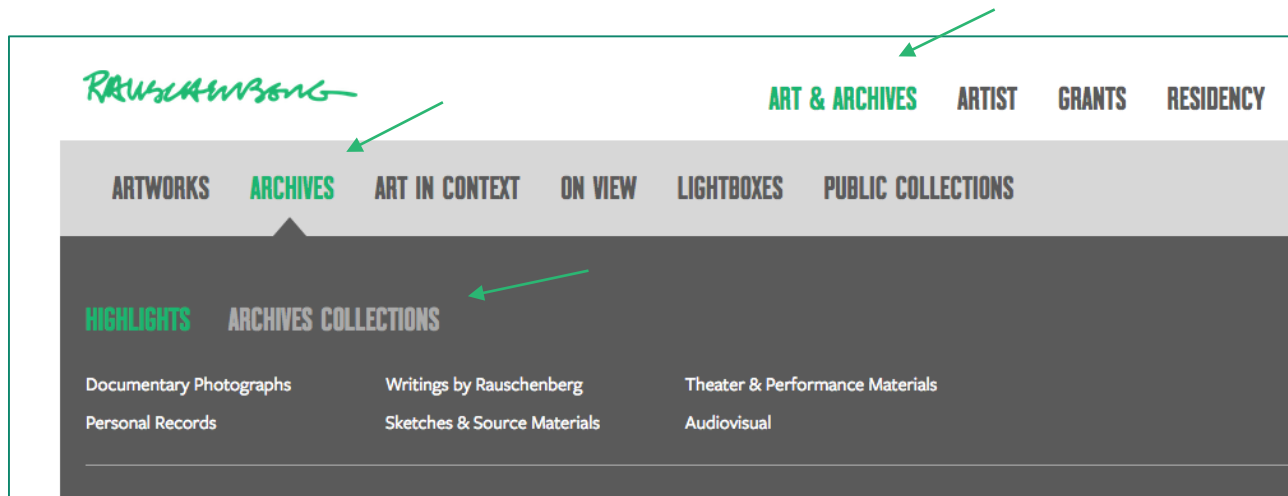


Rauschenberg Foundation Archives Guide to Searching and Requesting Research Materials

How to Find Available Research Materials in the Rauschenberg Foundation Archives

Researchers have access to all unrestricted processed (arranged and described) archives collections. All processed collections and related materials are listed on the Foundation's [Archives Collections](#) page.



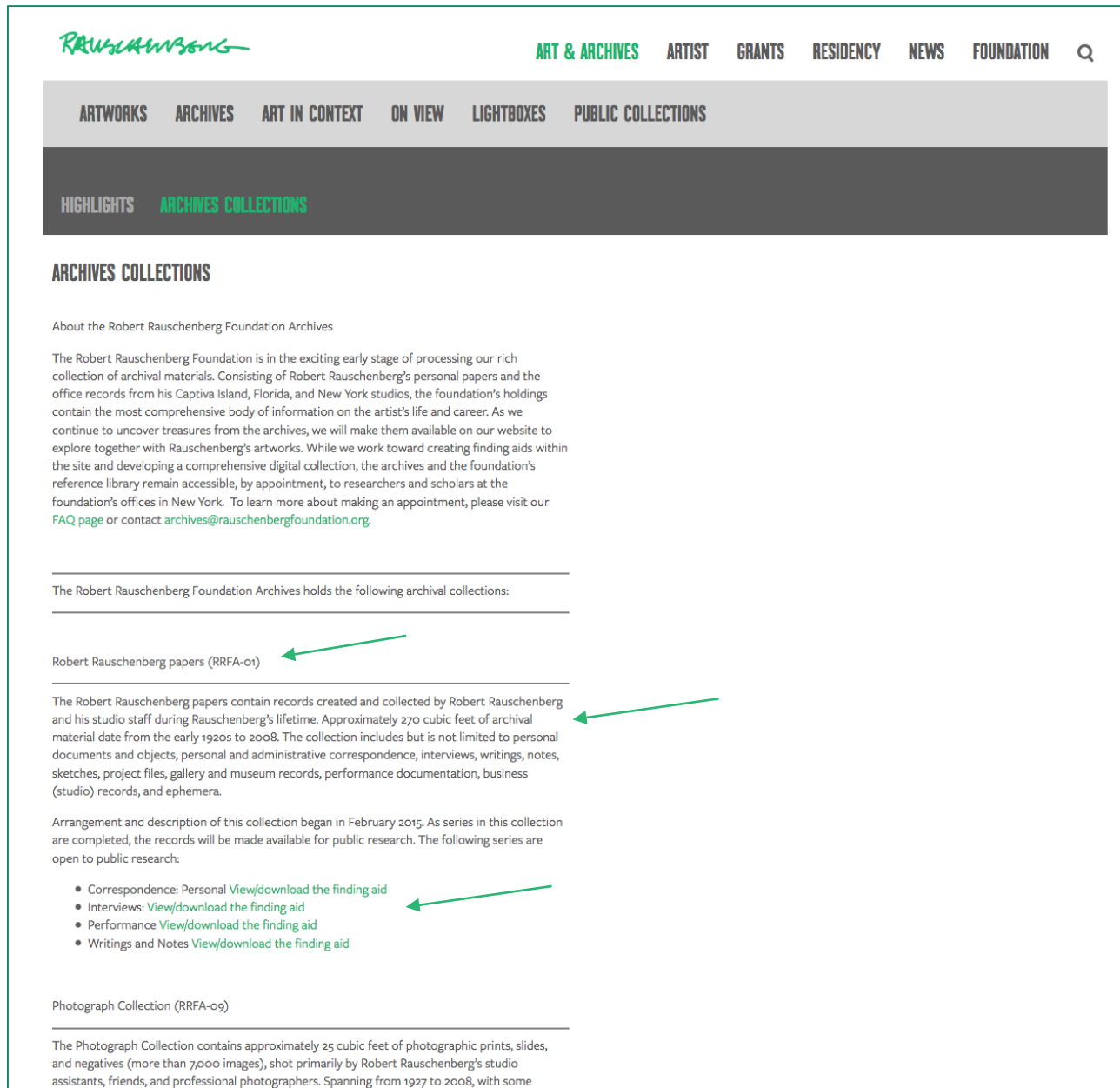
Screenshot showing how to find the Archives Collections page from the Rauschenberg Foundation homepage: the archives collection page is located under 1) Art & Archives, 2) Archives, and 3) Archives Collections.

Once on the Archives Collections page, you can search the available collections.

1. Scroll down page and review collection's overviews to determine which collections interest you.
2. For the collections that interest you, view/download the finding aid (PDF).
 - a. If a collection does not have a finding aid, it is not yet open for research.
3. Keyword search each PDF for materials of interest.
4. When you find items of interest, record the:
 - a. collection number or title;
 - b. box or item number; and
 - c. material's description

What is a "Finding Aid" and why is it important to my research?

A Finding Aid is simply an archival term for an archives collection's index. Generally, it is a single document (ours are PDFs) that provides context about an archives collection, such as provenance, scope, and arrangement of the materials, as well as a **detailed inventory of the materials in the collection including box and folder numbers**. Researchers can search these documents to 1) find if there are archival materials related to their research and 2) if yes, determine the box/item numbers that contain these materials.



RAUSCHENBERG

ART & ARCHIVES ARTIST GRANTS RESIDENCY NEWS FOUNDATION

ARTWORKS ARCHIVES ART IN CONTEXT ON VIEW LIGHTBOXES PUBLIC COLLECTIONS

HIGHLIGHTS ARCHIVES COLLECTIONS

ARCHIVES COLLECTIONS

About the Robert Rauschenberg Foundation Archives

The Robert Rauschenberg Foundation is in the exciting early stage of processing our rich collection of archival materials. Consisting of Robert Rauschenberg's personal papers and the office records from his Captiva Island, Florida, and New York studios, the foundation's holdings contain the most comprehensive body of information on the artist's life and career. As we continue to uncover treasures from the archives, we will make them available on our website to explore together with Rauschenberg's artworks. While we work toward creating finding aids within the site and developing a comprehensive digital collection, the archives and the foundation's reference library remain accessible, by appointment, to researchers and scholars at the foundation's offices in New York. To learn more about making an appointment, please visit our [FAQ page](#) or contact archives@rauschenbergfoundation.org.

The Robert Rauschenberg Foundation Archives holds the following archival collections:

Robert Rauschenberg papers (RRFA-01)

The Robert Rauschenberg papers contain records created and collected by Robert Rauschenberg and his studio staff during Rauschenberg's lifetime. Approximately 270 cubic feet of archival material date from the early 1920s to 2008. The collection includes but is not limited to personal documents and objects, personal and administrative correspondence, interviews, writings, notes, sketches, project files, gallery and museum records, performance documentation, business (studio) records, and ephemera.

Arrangement and description of this collection began in February 2015. As series in this collection are completed, the records will be made available for public research. The following series are open to public research:

- Correspondence: Personal [View/download the finding aid](#)
- Interviews: [View/download the finding aid](#)
- Performance [View/download the finding aid](#)
- Writings and Notes [View/download the finding aid](#)

Photograph Collection (RRFA-09)

The Photograph Collection contains approximately 25 cubic feet of photographic prints, slides, and negatives (more than 7,000 images), shot primarily by Robert Rauschenberg's studio assistants, friends, and professional photographers. Spanning from 1927 to 2008, with some

Screenshot of the archives collections page showing 1) Collection title with collection number: Robert Rauschenberg papers (RRFA-01); 2) Collection overview; and 3) downloadable PDFs of finding aids related to this collection.

How Materials Should be Cited for Requests

Collection Title (collection number)
 Box or Item number. Material Description
 Box or Item number. Material Description
 Etc.

Research Example: Request for Materials Related to Rauschenberg's performance *Pelican*

List of materials in the Rauschenberg Foundation Archives that are important to research.

Robert Rauschenberg papers (RRFA-01)
Box P2. Pelican: Rauschenberg Notes

Photograph Collection (RRFA-09)
Boxes 32, 60. Pelican (2 folders)
Box 34. Pelican
Box 35. Pelican

Audiovisual Collection (RRFA-02)
Items 91.Vo31.00* [91.Vo32.02] and 63.Voo2.03* [63.Voo2.02]. First New York Theater Rally:
Compilations
Items DO [63.Voo3.01]. Pelican
Items [97.Vo16*], 97.Vo16.02*, [97.Vo16.03*], [97.Vo16.04*], and [212.Voo1.00*].
Rauschenberg Performance 1954-1995

Research Example: Finding materials related to Rauschenberg’s performance *Pelican*

Below is an example of how the materials related to *Pelican* requested in the previous example were found. Three collections were identified as relevant and searched. From this search, the request was created using the collection title, box or item numbers, and material’s description found during the search.

1. RRFA-01

Robert Rauschenberg papers Archives Page Overview

Robert Rauschenberg papers (RRFA-01)

The Robert Rauschenberg papers contain records created and collected by Robert Rauschenberg and his studio staff during Rauschenberg’s lifetime. Approximately 270 cubic feet of archival material date from the early 1920s to 2008. The collection includes but is not limited to personal documents and objects, personal and administrative correspondence, interviews, writings, notes, sketches, project files, gallery and museum records, performance documentation, business (studio) records, and ephemera.

Arrangement and description of this collection began in February 2015. As series in this collection are completed, the records will be made available for public research. The following series are open to public research:

- Correspondence: Personal [View/download the finding aid](#)
- Interviews: [View/download the finding aid](#)
- Performance [View/download the finding aid](#)
- Writings and Notes [View/download the finding aid](#)

Arrows indicate why collection seemed like it would have materials related to *Pelican*.

Excerpts from Robert Rauschenberg papers (Performance series) finding aid: Result from keyword searching *Pelican*.

	Open Score	
P2	Rauschenberg Notebook	undated
P2, P3	Rauschenberg Notes (2 folders)	undated
P2	<i>Pelican</i> : Rauschenberg Notes	circa 1963
OS1	<i>Shot Put</i> : Rauschenberg Notes	undated
P2	<i>Spring Training</i> : Supply List	undated
P2	<i>Untitled</i> / International Design Conference Aspen: Project File	1973
	<i>Urban Round</i>	

Relevant excerpt from Rauschenberg papers: Performance series finding aid. Box number is P2.

2. RRFA-09

Photograph Collection Archives Page Overview

Photograph Collection (RRFA-09)

The Photograph Collection contains approximately 25 cubic feet of photographic prints, slides, and negatives (more than 7,000 images), shot primarily by Robert Rauschenberg's studio assistants, friends, and professional photographers. Spanning from 1927 to 2008, with some undated material, the collection documents the artist's personal life, studio activities, performances, exhibitions, special projects, and events he attended.

This collection is arranged, described, and open for public research.

[View/download the finding aid](#)

Arrows indicate why collection seemed like it would have materials related to *Pelican*.

Excerpts from Photograph Collection finding aid: Description of materials in collection.

original 35mm slides and negatives of Rauschenberg working on the set and costumes for Merce Cunningham's *Travelogue* and Trisha Brown's *Set and Reset*; unique snapshots of Merce Cunningham Dance Company's 1964 World Tour, shot by Steve Paxton using Rauschenberg's camera; vintage prints of collaborative performances *The Construction of Boston*, 1962, photographed by Hans Namuth, and *Homage to David Tudor*, 1961, photographed by Shunk-Kender; and oversized prints of performances choreographed by Rauschenberg, especially *Pelican*.

Note: this is part of a series descriptive overview and refers to materials in the inventory list. Box numbers, i.e. locations, are also listed in the inventory list. (see screenshots below)

Excerpts from Photograph Collection finding aid: Results from keyword searching *Pelican*.

Result 1

32	Paxton, Steve: Unidentified	1965
60	Rainer, Yvonne: <i>Room Service</i>	1965
	Rauschenberg, Robert	
32	<i>Pelican</i> (2 folders)	1965
60		
32	<i>Spring Training</i> (2 folders)	1965
60		
32	Setterfield, Valda: Unidentified	1965
	Whitman, Robert: <i>Night Time Show</i> (2 folders)	1965

Result 2

34	Paxton, Steve: <i>Earth Interior</i>	1966
	Rauschenberg, Robert	
34	<i>Linoleum</i>	1966
34	<i>Pelican</i>	1966
34	Rehearsals	1966
34	Whitman, Robert: <i>Prune Flat</i>	1966
	Once Again Festival	
34	General	1965

Result 3

35	"Beer Bottle Band" and Untitled, International Design Conference, Aspen	1973
35	<i>Linoleum</i>	1966-1968
35	<i>Map Room II</i> (2 folders)	1965
35	<i>Pelican</i>	1963-1966

Relevant excerpts from Photograph Collection finding aid. Box numbers are 32, 34, 35, and 60. Note: these excerpts are found through a keyword search and taken from different pages on the finding aid.

3. RRFA-02

Audiovisual Collection Archives Page Overview

Audiovisual collection (RRFA-02)

The Audiovisual collection contains film, video, and sound recordings created and collected by Rauschenberg, his studio staff, and the Rauschenberg Foundation. Approximately 50 cubic feet of recordings span the early 1950s to the present, including performance documentation, interviews and lectures, news reels, Rauschenberg Overseas Culture Interchange (ROCI) footage, exhibition documentation, as well as commercial films and unedited footage.

This collection is arranged, described, and open for public research.

[View/download the finding aid](#)

Arrows indicate why collection seemed like it would have materials related to *Pelican*.

Excerpts from Audiovisual Collection finding aid: About accessing the items in the collection.

As of March 2016, only digital objects (digital videos and digital surrogates of analog recordings) are available for viewing and access.

Key to identifying digital objects:

- Verified digital surrogates of analog media are indicated with an asterisk following the registration number, i.e. 60.V001.00*. If the digitized material has a file name that differs from the original registration number, the file name will follow the asterisk in brackets, i.e. 93.V004.00* [93.V004.01].
- Unverified digital surrogates of analog media are indicated with an asterisk

following the bracketed registration number, i.e. [93.V005.02*].

- Digital objects that do not have analog media equivalents in the collection are indicated by "DO" in the Item field.

Note: this is part of the collection's scope and content note and explains access to the materials in the inventory list. From the key, only items with an asterisk or DO are available to view.

Select excerpts from Audiovisual Collection finding aid: Results from keyword searching *Pelican*.

Result 1

First New York Theater Rally				
Compilations				
25	5, 6, 7,	91.V031.00* [91.V032.02],	"Leadville," "Map Room II," "Pelican," "They Will," "Victory 14"	circa 1965
	8,	63.V002.03* [63.V002.02]		
	9			
37	9, 12	91.V028.00		

Relevant excerpts from Audiovisual Collection finding aid. Only items with asterisk or DO can be viewed. Item numbers are 91.V031.00* [91.V032.02] and 63.V002.03* [63.V002.02]. Note: may be duplicate copies of the same recording.

Result 2

"Pelican"				
	DO	[63.V003.01]	Judson Dance Theater excerpts	1963
35	30	63.A001.00	Sound track	1963
"Performance" [Beer Bottle Band]				

Relevant excerpts from Audiovisual Collection finding aid. Only items with asterisk or DO can be viewed. Item number is DO [63.V003.01].

Result 3

Compilations				
45	2	66.MM002.01	"Canoe," "Linoleum," "Map Room [II?]," "Pelican," "[Open Score?]"	circa 1963-1966
45	4	76.MM003.00	Linoleum rehearsal and performance, unidentified	1976
35	7	65.A001.00	"Pelican" and "Spring Training" sound tracks and RR intros	1963, 1965
25	21, 22	97.V016.01 [97.V016*]	"Robert Rauschenberg: Performance 1954-1995"	1997
32	30			
38	22, 23, 24	97.V016.02*		
54	2	97.V016.01 [97.V016.03*] [97.V016.04*] [212.V001.00*]		
	DO			

Relevant excerpts from Audiovisual Collection finding aid. Only items with asterisk or DO can be viewed. Item numbers are [97.V016*], 97.V016.02*, [97.V016.03*], [97.V016.04*], and [212.V001.00*]. Notes: 1) Items 66.MM002.01 and 65.A001.00 are not available to view. 2) Included "RR Performance 1954-1995" as it fits within the time period for *Pelican*.

Still Unclear?

Email archives@rauschenbergfoundation.org for help.