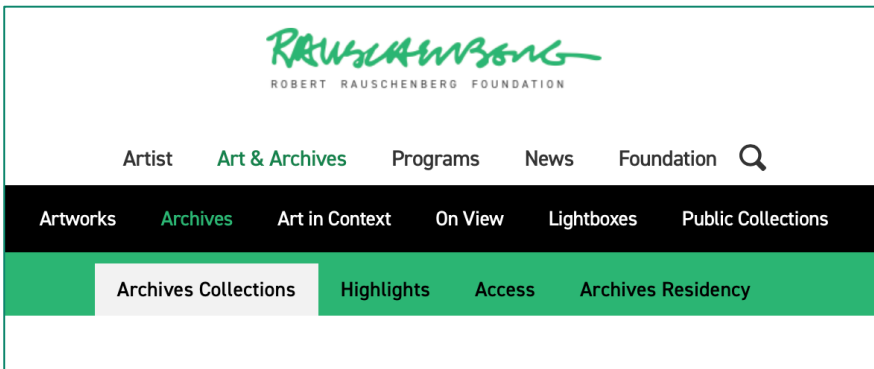


Rauschenberg Foundation Archives Guide to Searching and Requesting Research Materials

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.

Research Overview / Summary

Once on the Archives Collections page, search the collections.

1. Scroll down page and review each collections’ overviews to determine which collections interest you.
2. For the collections that interest you, view/download the finding aid (PDF).
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


How Materials Should be Cited for Requests

Collection Title
Box or Item number. Material Description
Box or Item number. Material Description
Etc.

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.

Research Details: How to Find Box or Item Numbers and Material Descriptions



The screenshot shows the 'Archives' section of the Robert Rauschenberg Foundation website. It features a navigation bar with links for Artist, Art & Archives, Programs, News, and Foundation. Below this is a secondary navigation bar with links for Artworks, Archives, Art in Context, On View, Lightboxes, and Public Collections. The main content area is titled 'Archives' and includes a sub-header: 'The Foundation holds several archival collections, forming the most comprehensive body of information on the artist's life and career.'

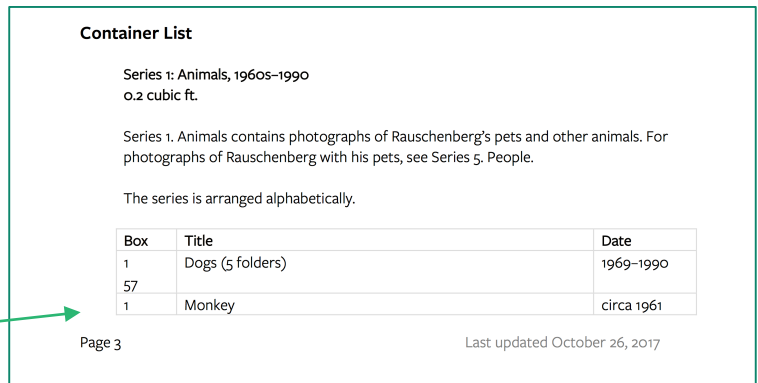
Two collection listings are shown:

- Robert Rauschenberg papers**: Consisting of Rauschenberg's personal papers and studio records from his Captiva, Florida and New York studios, the Robert Rauschenberg papers (RRFA 01) contain 250 cubic feet (395 boxes) of records created and collected by Rauschenberg and his staff dated from 1939-2012 (bulk 1970 - 2008). The collection documents Rauschenberg's personal life and studio practice through materials such as personal correspondence, interviews, writings and notes, gallery and museum records, print studio project files, and performance documentation. A finding aid is available after October 15, 2019. Focus on selected individual series: [Correspondence](#), [Interviews](#), [Performance](#), [Printed Materials](#), [Writings and Notes](#). [Explore digitized highlights](#)
- Photograph Collection**: The Photograph Collection (RRFA 09) contains nearly 25 cubic feet of photographic prints, slides, and negatives (more than 7,000 images), shot primarily by 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. [Download the finding aid for the entire collection \(36 pages\)](#). [Explore digitized highlights](#)

Screenshot of the archives collections page showing 1) Collection listings 2) Collection overviews; and 3) Downloadable PDFs of finding aids related to each collection (highlighted with green arrows).

Material descriptions and box / item numbers are found on the finding aids (PDFs). When looking at the finding aid's container list, boxes will be listed in the first column and descriptions in the second. Using the screenshot on the right, a request to view the monkey photo would be:

Photograph Collection
Box 1. Monkey



Container List

Series 1: Animals, 1960s-1990
0.2 cubic ft.

Series 1. Animals contains photographs of Rauschenberg's pets and other animals. For photographs of Rauschenberg with his pets, see Series 5. People.

The series is arranged alphabetically.

Box	Title	Date
1	Dogs (5 folders)	1969-1990
57		
1	Monkey	circa 1961

Page 3 Last updated October 26, 2017

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. Rauschenberg papers

Collection Overview

Robert Rauschenberg papers

Consisting of Rauschenberg's personal papers and studio records from his Captiva, Florida and New York studios, the Robert Rauschenberg papers (RRFA 01) contain 250 cubic feet (395 boxes) of records created and collected by Rauschenberg and his staff dated from 1939 -2012 (bulk 1970 - 2008). The collection documents Rauschenberg's personal life and studio practice through materials such as personal correspondence, interviews, writings and notes, gallery and museum records, print studio project files, and performance documentation.

Download the finding aid for the entire collection (AVAILABLE AFTER OCTOBER 15, 2019)

Focus on selected individual series

- [Correspondence](#)
- [Interviews](#)
- [Performance](#)
- [Printed Materials](#)
- [Writings and Notes](#)

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*.

		<i>Open Score</i>	
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 / International Design Conference Aspen</i> : Project File		1973
	<i>Urban Round</i>		

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

2. Photograph collection

Collection Overview

Photograph Collection

The Photograph Collection (RRFA 09) contains nearly 25 cubic feet of photographic prints, slides, and negatives (more than 7,000 images), shot primarily by 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.

[Download the finding aid for the entire collection \(36 pages\)](#)

[Explore digitized highlights](#)

Arrow 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
32	Whitman, Robert: <i>Night Time Club</i> (6 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

	Rauschenberg, Robert	
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. Audiovisual collection

Collection Overview

Audiovisual Collection

The Audiovisual Collection (RRFA 02) 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.

[Download the finding aid for the entire collection \(43 pages\)](#)

[Explore digitized highlights](#)

Arrow 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, 8, 9	91.V031.00* [91.V032.02], 63.V002.03* [63.V002.02]	"Leadville," "Map Room II," "Pelican," "They Will," "Victory 14"	circa 1965
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 DO	97.V016.01 [97.V016.03*] [97.V016.04*] [212.V001.00*]		

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.