

Taming the big, beautiful and often unwieldy:
exploring arrangement and description
of architectural archives,
a case study.

by

Sarah Louise Cox

Submitted to the School of Information Management,
Victoria University of Wellington
in partial fulfilment of the requirements for the degree of
Master of Information Studies

June 2017

Acknowledgements

Sincere thanks go to my supervisor Belinda Battley for her advice and guidance, and to my colleagues for their ongoing support and interest in this project.

Thanks also go to my family and friends for understanding my lack of availability while this project, and indeed this whole degree, has been undertaken. There is a lot of making up for lost time to be done!

Part of the title for this project has been taken from Shepherd & Lowell's statement that *Standard series for architecture and landscape design records: A tool for the arrangement and description of archival collections* "was intended to provide a method to tame big, beautiful, and unwieldy collections of architectural records" (Shepherd & Lowell, 2010, p. 1).

Abstract

This project investigates the arrangement and description of architectural archives in order to assist with establishing appropriate processing guidelines for the Architecture Archive, University of Auckland Library.

The Alfred P. Morgan architectural drawings and papers serve as a case study to facilitate this investigation. A significant sample of the collection is documented in a hierarchical finding aid, using the archives management system ArchivesSpace. Discussion includes the intellectual and physical arrangement of the collection, the appropriate level and form of description, the descriptive standards selected, key access points, archivist's influence, signs of custodial intervention, challenges associated with large format materials, and ArchivesSpace functionality.

Controlled vocabularies are determined to describe architectural project records, particularly drawings. These include project types, e.g. multiple dwellings, factories, competition entries; the physical description of a drawing, particularly its medium and support, and/ or reproduction technique; and the method of representation depicted in the drawing, e.g. elevations, sections.

The project immeasurably improves the access and control of the Morgan collection. It also identifies and establishes evidence based processes and guidelines for the ongoing archival arrangement and description activities of the Architecture Archive. It is acknowledged that these procedures reflect the conditions under which the project was carried out. As such, it is recommended that they should be regularly reviewed and revised in response to changes in technology and circumstances.

Keywords:

Architectural archives
Architectural drawings
Arrangement and description
Description standards
Finding aids

Contents

Acknowledgements.....	2
Abstract	3
Introduction.....	6
Collection	7
Background.....	7
Other resources.....	8
Scope of project	11
Project parameters and method	12
Project audience.....	13
Project dissemination.....	13
Limitations	13
Finding aid	14
Finding aid audience	18
Arrangement	18
Description.....	23
Access points	25
Dissemination	29
Further discussion	30
Project titles.....	30
ArchivesSpace search functionality.....	31
Physical arrangement.....	32
Unique identifiers.....	34
Detail drawings files	35
Agent names.....	37
Archivist's influence	38
Custodial intervention.....	39
Weeding.....	41
ArchivesSpace and the AA	42

Final comments	44
References	46
Appendices	52
Appendix 1 - Project types list	52
Appendix 2 - Physical description terms	62
Appendix 3 - Representation types	64
Appendix 4 - Agent name entries	66
Appendix 5 - Project drawing record	71
Appendix 6 - Finding aid.....	74

Introduction

The primary purpose of this research project is to document the archival processes of arrangement and description in relation to the Alfred Percy Morgan papers, held in the Architecture Archive (AA), University of Auckland (UoA) Library. The process of producing a finding aid for this collection serves as a case study to investigate archival arrangement and description of architectural collections. This will contribute to the establishment of appropriate processing guidelines for the AA.

Archives are records that are deemed to have ongoing value, which provide evidence of past events, and can be used to interpret and understand history, while an archivist's primary roles are to assess, arrange and describe, preserve and provide access to these documents (Society of American Archivists, 2016e).

The Morgan papers are deemed to be a worthy addition to the AA due to the unique evidence they contain. It is anticipated that when the finding aid is made available the collection will generate a significant level of research interest. Morgan was responsible for a number of notable buildings, particularly in the Northland region. He also collaborated and was in partnership with several other prominent architects. Access and control of his papers through this arrangement and description will enable use, while also contributing to their long-term preservation.

Collection

Background

Alfred Percy Morgan (1893-1953) A.R.I.B.A., N.Z.I.A. was a registered architect who predominantly practiced in the Auckland and Northland regions of New Zealand. Dr Valerie Grant donated his papers to the AA in 2009 along with those of two other architects, Robert (Barney) Finch and Kelvin Grant, her late husband. Fortunately, the individual collections were largely discernible.

This project is concerned with Morgan's papers only. Their full custodial history is unknown. It is believed that they did not pass directly from Morgan to Grant but were held by Finch in between. It is likely that they came into Kelvin Grant's possession either after Finch's retirement or his death. It is possible that there may also have been other custodians.

The collection includes records relating to several significant buildings in the Northland region. One example is the former Whangarei Public Library, which has Heritage New Zealand recognition and a New Zealand Institute of Architects (N.Z.I.A.) gold medal award.

Prior to processing, the papers were stored in a 'staff only' area and were inaccessible and undiscoverable to any potential users. There was no publicly detectable record of their location as administrative records, such as the 'deed of gift' and the accession record, are accessible to UoA Library staff only.

To prepare for this project, the drawings were unrolled, flattened and rehoused in acid free, lignin free, alkaline buffered, 300gsm card folders. This enabled the collection to be handled more easily during arrangement and description, and will be appropriate for their long-term storage. Prior to this handling was frustrating, time consuming and inefficient. The exterior of the rolled drawings had no labels, so the content could only be ascertained by unrolling. Handling was kept to a minimum due to the fragile condition of some items. The creation of

the finding aid will further reduce handling, as records of interest will be able to be readily identified and retrieved.

Other resources

The Morgan papers contain unique evidence that is not available via any other means. While some of Morgan's projects were documented around the time of construction or when receiving an award, there is no comprehensive or in-depth published record of his work and achievements.

Searches for material about Morgan and his work on *Te Puna Search*, *Index New Zealand*, and *New Zealand Index* databases, and in the relevant printed volumes of *Index to New Zealand periodicals* revealed only two relevant results – an obituary (New Zealand Institute of Architects, 1953, p. xv) and a conference paper (Francis, 2006). This result is not surprising as the key architectural and building periodicals published during Morgan's career (roughly 1920 -1953) are either only sporadically indexed or are not indexed at all, by *Index New Zealand*, *New Zealand Index* or *Index to New Zealand periodicals*.

In lieu of physically searching every New Zealand architectural and building periodical published during Morgan's career, the 'Alfred Percy Morgan' clippings file from the Sheppard Collection was consulted. This collection is held in the Architecture & Planning Library, UoA and was originally compiled by Fergus Sheppard, New Zealand Government Architect (1959-1971). His aim was to create a file of clippings for every New Zealand architect. Unfortunately, the source of the clippings is often not recorded.

Morgan's file contains 15 sheets; most items are not referenced. The variances in font, format and size indicates that they were collected from a variety of sources. Sheppard compiled a summary sheet for the file with a few biographical details and a list of twenty buildings, some with a tender notice reference. The tender notices are not included but the reference helps to roughly date the projects.

There are four obituaries, including the one discovered in the database and index searches. This indicates that Morgan was a prominent enough figure in the architectural profession to warrant an obituary in four separate publications.

Most of the other clippings are short articles that profile one of his buildings. Two articles are identifiable as coming from *Home & Building*. They describe the Messrs. J. W. Courts Ltd.'s store in Whangarei ("A Modern Store," 1943, p. 27-28), and the Whangarei Public Library when it won the N.Z.I.A. gold medal award ("Gold Medal Award," 1939, p. 23-25). The articles are quite short, roughly 150 and 600 words, and include two to three photographs. The text is descriptive, noting materials used and particular design features. A basic floor plan of the library is also depicted.

Searches on *Papers Past* using "Morgan AND architect" and "Alfred Morgan" produce a large number of results, 9438 and 426 respectively. However, a large proportion do not relate to the appropriate Morgan. Further searches produce results that are more accurate.

The search "Alfred P. Morgan" generates 81 results (80 newspapers, 1 magazines and journals), all of them relevant. 68 are newspaper tender advertisements that provide only the name of the project up for tender and Morgan's contact details to obtain further information. Of the other 13 entries, only 3 relate to his professional practice. All are very brief, a sentence to a short paragraph in length. One publicises a new hotel at Aratapu ("New Aratapu Hotel," 1933) and the other acknowledges the N.Z.I.A. gold medal award for the Whangarei Public Library ("New Zealanders Abroad," 1939). The third simply announces Morgan's 3rd place in a competition to design a grocer's shop and residence ("Our Ninth Competition," 1912) and dates from his time as a student.

The remaining entries document personal events such as his Auckland Technical College examination results ("Technical College," 1912; "Auckland Technical College," 1912), his engagement ("Engagements Announced," 1929; "Engagements," 1929), the birth announcement for his first child ("Births," 1938), his duties as a best man ("Women's Corner," 1923), and recruitment and activities with the Armed Forces ("Field Ambulance,"

1915; “Men from the Front,” 1915; “New Zealand Forces,” 1915). Some of these assisted with writing the biographical note for the finding aid.

A search for “A. P. Morgan” on *Papers Past* produces 162 results (157 newspapers, 5 magazines and journals). Of these 31 are tender notices, while another 24 relate to the social activities of Mrs A. P. Morgan. The remaining 107 articles are split between brief mentions of new projects, e.g. the new Masonic temple in Whangarei (“New Masonic Temple,” 1934) and personal or social events, e.g. Morgan’s marriage (“Weddings of the Day,” 1931). The 5 magazine and journal results all pertain to *Progress* magazine and relate to Auckland Institute of Architects activities.

All of the articles discovered in the Sheppard files and via *Papers Past* show that the information published about Morgan’s projects was generally brief, with scant, non-technical descriptions and few illustrations. Even though *Home & Building* was edited and produced under the auspices of the N.Z.I.A. it was aimed at a much wider audience - “all who love homes and gardens, or who are interested in architecture and buildings” (“Contents,” 1939, p. 5). The articles provide proof that Morgan was responsible for a particular project and they help date the building. They do not replicate the extent, depth or level of technical detail which the Morgan papers contain. The number of articles found however indicates that Morgan was a busy architect who completed projects worthy of publication.

In contrast is the comparatively recent conference paper written by Kerry Francis. “Temperate Modernity: The Whangarei Architecture of Alfred Morgan in the 1930s” was presented in 2006 at a Victoria University of Wellington (VUW) symposium “*Pleasing Homogeneity*”, “*Dull Times*”, and “*Animated Cocktails*”: *New Zealand Architecture in the 1930s*. This appears to be the first time that Morgan’s work has been critically assessed with reference to the architecture and architectural theory of the period.

Francis states that his paper sprang from a project he set in 2003 for his architectural technology students at Northland Polytechnic in Whangarei. Their assignment to “research... the dates of construction and names of architects of the buildings in the main streets of Whangarei” highlighted the significant number of buildings in the central city area which

Morgan had designed (Francis, 2006, p. 25). The paper discusses a few key projects and is indicative of the type of academic engagement with Morgan's work that will be possible when his papers become more readily discoverable and accessible.

Scope of project

The Morgan papers were received as 133 rolls of architectural drawings and one non-standard sized file box of correspondence, specifications and other related records. The collection is predominantly comprised of architectural drawings. The rolls differed in size, containing from 3 to 80+ sheets of drawings. The drawings vary in technique and physical characteristics, and range from approximately A3 to larger than A0, with several almost 1.5 metres wide.

Closer inspection of the rolls showed that many contained drawings for a single project, while others were comprised of multiple projects. Of these, some clearly grouped related projects together, e.g. hotels at various locations, while others had projects with no readily identifiable relationship with one another. Their association may have been the result of storage space availability, e.g. project drawings slipped into a drawer if there was room. The contents of the drawer could then have subsequently been rolled up in order to store or transport the drawings elsewhere.

The small box of textual records must represent only a fraction of the records produced by Morgan during his career. It is unlikely that the rest of the records are still in existence. Previous experience has shown that architectural drawings often survive, while associated textual records are frequently disposed of. Drawings can be seen to have greater value, particularly by non-architects, as they are less commonplace than textual records. This is especially true if the drawings are perceived to have aesthetic value as well. The amount of space required to store architectural records can also prompt creators and custodians to cull collections. Their appraisal decisions may not echo those of an archivist.

Project parameters and method

This project is the first significant archival arrangement and description project I have undertaken. It is also the first of its kind for the Architecture Archive. Given this it was difficult to estimate the length of time it would take to complete the arrangement and description of the entire collection. The approximate timeframe allocated to the MIS INFO580 project is 240 hours.

While working on the project proposal it became apparent that the comparatively short time frame of the project would not allow the necessary processes to be determined, followed by arrangement and description of the entire collection. Given this, it was proposed that a significant sample of the collection would be completed. A smaller collection could have been chosen from the outset. However, the size of the Morgan papers ensured that there would be enough complexity and scope to make the case study worthwhile. The remainder of the collection will be finished after the completion of the project as part of my role as Architecture Archivist.

Purposive sampling was determined to be the most appropriate strategy for selecting the sample. This nonrandom approach would “yield the most information about the topic under investigation” (Leedy & Ormrod, 2016, p. 262). As was specified in the project proposal the completed sample includes:

- projects of varying types and complexity
- projects from early, mid and late points in Morgan’s career
- projects completed in collaboration with other architects, as a sole practitioner, and as a partner in an architectural practice
- drawings of various representation types and physical characteristics

Project audience

This research project will have immediate and ongoing value for UoA Library staff. The processes established and documented will provide the foundations for the creation of internal processing procedures for the AA.

Other institutions with collections of architectural materials or other types of graphic/ visual items may find this of interest, particularly those that are also implementing ArchivesSpace archives management system.

Project dissemination

Archifacts, the twice-yearly journal of ARANZ (Archives and Records Association of New Zealand) would be an appropriate platform to publish a distilled version of this project. An article would increase awareness in the profession about architectural records, the AA, our researchers' needs and ArchivesSpace. The International Confederation of Architectural Museums provides another potential avenue for dissemination. A presentation at an upcoming Australasian regional group meeting would be to a highly relevant audience and financially achievable. Some members of the SAA: ARR may also be interested in elements of this project - specifically, how ArchivesSpace has been used, as it is also being implemented by many of its members.

Limitations

Although this project focuses on the arrangement and description of a single collection the issues raised, description methods and standards determined are widely applicable i.e. to architectural archives nationally, as well as internationally. While the study focuses on architectural records some elements would be pertinent to the arrangement and description of other collections of large format graphic materials. Similarly, the discussion of ArchivesSpace highlights issues which may be relevant to other institutions also implementing this relatively new archives management system.

Finding aid

The Society of American Archivists (SAA) defines a finding aid as a “tool that facilitates discovery of information within a collection of records” and “a description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials” (2016d).

The finding aid for the Morgan papers is created using practices and standards stipulated by the UoA Library. It has been produced using ArchivesSpace - a next-generation, open source, web-based archives management system, designed to support all of the core functions of archives administration (ArchivesSpace, 2016). The Library’s recent introduction of ArchivesSpace coincided with the timing of this project. This provided an ideal opportunity to determine how to implement ArchivesSpace to meet the specialised needs of the AA and its users.

In order to work towards greater consistency of archival processing across the UoA Library, the *Processing Manual for Archives and Manuscripts at Special Collections, The University of Auckland Libraries and Learning Services* (Innes & Pawley, 2014) was adhered to as closely as appropriate. While it predates the introduction of ArchivesSpace much of it is still relevant, e.g. commonly used handling notes and preferred packing containers. It did however require considerable supplementation due to the differing nature of the AA’s collections. For instance, additional standards and controlled vocabularies for the description of architectural drawings had to be identified and/ or constructed. This includes the controlled vocabularies used to describe ‘project types’ (Appendix 1), ‘physical description’ (Appendix 2) and ‘representation types’ (Appendix 3).

Prior to the introduction of ArchivesSpace the UoA Library used Archivists’ Toolkit (AT), one of ArchivesSpace’s two predecessors (the other being Archon). AT was used extensively by the UoA Library’s Special Collections. However, the AA only applied it in a very limited capacity, principally for the creation of accession records. In-house systems were used

instead, such as an Access database which provided an index to architectural drawing collections by project. While this enabled access it did not adhere to archival best practice. For example, users were unable to determine provenance of collections from the public search interface. It was also inconsistent with how other archival collections within the UoA Library were processed, meaning that searches of separate databases were required.

ArchivesSpace functionality as a metadata authoring tool has the ability to produce EAD, MARCXML, MODS, Dublin Core and METS formatted data (ArchivesSpace, 2016). Encoded Archival Description (EAD) finding aids were first introduced by the UoA Library in 2011 with the implementation of AT. This non-proprietary data structure standard was developed for encoding finding aids for use online. It allows the standardisation of collection information in finding aids e.g. content and intellectual organisation of collections, within and across repositories (Library of Congress, 2012).

EAD description shares commonalities with MARC standards used for bibliographic description. It is frequently adopted by collecting archives, particularly those associated with libraries, such as the UoA Library, Alexander Turnbull Library and VUW Library.

EAD works well with the record group system of archival processing, which the UoA Library follows. This system describes each series as part of a larger group, within a hierarchical structure. As collected archives are already collection based it follows that material is then kept together as an entity. The finding aid gives a context and framework for each collection as a whole, and provides researchers with a concise overview. Specialist architecture archives, particularly those in the U.S.A., commonly use this system.

Archives in New Zealand do not universally adopt the record group system. Most national and local government offices in New Zealand, and Australia, instead employ the Commonwealth Records Series (CRS). Also known as the Australian Series System, this system facilitates the description of records and their contexts over time, i.e. creation, use

and ongoing management. This is achieved by separating record and contextual descriptions, which allows complex provenance relationships to be more easily represented through linkages between the descriptive entities created for individual record series, and the creators, custodians and/or the business entities associated with them (Australian Society of Archivists Committee on Descriptive Standards, 2007, p. 2-4).

The record group system captures provenance information within the structure of the finding aid. However, it is less adept at expressing complex contextual relationships and documenting the ongoing use and management of the records. Subsequent related additions to a collection can be added to a finding aid as an accrual. In practice, the existing body of the finding aid often remains static and is left largely unaltered, usually due to time constraints.

Cunningham suggests that even if the majority of collecting archivists were to concede that provenance is more complex than the record group approach indicates, it is sometimes just simpler and cheaper to run a system that makes compromises. He acknowledges that CRS is “more complex and labour intensive than the simple record group system” and proposes that fewer collecting archives have adopted it, as there has not been an “authoritative and user-friendly guide to implementing the system” (Australian Society of Archivists Committee on Descriptive Standards, 2007, p. 71).

The style, content and form of archival finding aids is a continually evolving process, largely due to changes in technology, and developments in archival theory. How to best capture and express the context of archives, and the various events and hands which shape them, is ongoing. While the original creator of the archive is usually well documented in a finding aid, the influence of the archivist and others, e.g. custodians, can be less comprehensively recorded.

In 2002, Duff and Harris discussed their dream for a liberatory descriptive standard, which would recognise the ongoing shaping of an archive as “an open ended process of making and remaking” and would encourage the “documentation of continuing archival intervention” (p. 284). This, they suggest, could even include allowing users to “embed their own stories of use within the descriptive layerings” (Duff & Harris, 2002, p. 285). At this stage ArchivesSpace does not facilitate this kind of user engagement. However, given the trend in the GLAM (galleries, libraries, archives and museums) sector towards enabling users to contribute and interact with collections, particularly digital online collections, it may be a future enhancement.

Douglas laments that “valuable information about ...the roles of individuals other than the primary creator named in a finding aid seems to be treated as an afterthought and excluded from description” even though descriptive standards include elements to record it (2016, p. 37). Archivists, she says, often work to mould the description of an archive to fit a prescribed form, and in doing so can fail to adequately capture the complexities of a collection, which does a disservice to researchers and the archives, and perhaps even the discipline and profession (Douglas, 2016, p. 50).

With all of this in mind documenting traces of the records’ custodial history in the Morgan finding aid, when they were found, was a priority. Also recognised was the importance of recording any decisions made informing and influencing the arrangement and description of the collection. This was completed as fully as possible within the parameters of the record group system. Notes, particularly custodial history, scope and contents, and arrangement, played an important role in allowing this information to be documented in the finding aid. See ‘Further discussion’ section for additional details.

While the CRS offers greater flexibility in this respect, it is important that the AA adheres to the guidelines prescribed by the UoA Library to ensure institutional consistency and interoperability. Given that the record group system is also adopted by many similar

archives, both nationally and internationally, a consistent approach should be welcomed by researchers. It may also facilitate future collaboration between institutions.

Finding aid audience

The principle audience for the finding aid will be the users of the AA. The primary purpose of the AA is to support the research and teaching needs of the staff and students of the UoA, particularly from the School of Architecture and Planning. It is anticipated that Master of Architecture (Professional) and Heritage Conservation (MArch (Prof) HerCons) students particularly will find the collection an especially useful addition to the resources already available to them.

Access to the Morgan papers will also be of value to the many external researchers who use the AA, such as conservation architects, architectural historians, local and social historians, property owners, and local government heritage advisors. They will be particularly useful for researchers engaged in historical and cultural significance assessment of Northland's built heritage. If the evidence in the records remained hidden there is a risk that researchers may be unable to build a strong enough case to ensure heritage protection. Structural engineers engaged in retrospective seismic strengthening of buildings represented in the collection will also benefit from access, as will conservation architects tasked with producing conservation plans or alterations for building owners.

Arrangement

Arrangement is "the process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials" (Society of American Archivists, 2016b).

The intellectual arrangement of the Morgan collection is informed first and foremost by the fundamental archival principles of original order and provenance. Respecting these principles helps to ensure that the context of the material is maintained and traceable.

Only items from the same source are considered to be part of the Morgan collection. This enables the provenance to remain clear. Additional records from other sources will not be added. If the AA obtains drawings by Morgan from an unrelated source in the future, they will be treated as a separate collection. Links will be made by adding a 'related collections' note at the collection level of the finding aids. Such a note has already been added to the Morgan papers finding aid to advise researchers that both the Bloomfield and Massey collections, held in the AA, also contain records pertaining to Morgan.

The retention of the original order as applied by the original creator(s), preserves evidence of the records' creation and use. Initial assessment of the Morgan papers indicated that some of the original order had been lost. This is probably symptomatic of its multi-layered custodial history. The rolls of drawings arrived in boxes seemingly grouped together in no particular order e.g. date range or project type.

The content of the rolls was less disturbed. Those which contained multiple, seemingly unrelated, smaller projects may have been the result of bad handling practices by subsequent custodians, or it may reflect the original filing practices of Morgan.

Where original order could be identified, it was retained. For instance, Morgan's reference files of detail drawings contained records relating to multiple projects. Rather than try to file the detail drawings in the relevant project drawing files, they were left untouched and added as a sub-series in the 'office records' series. This ensures that evidence of Morgan's design practice is retained and is accessible to future researchers.

The Morgan papers are intellectually arranged in the finding aid into three record groups or series: 'professional papers', 'office records' and 'project records'. This arrangement is informed by the *Standard Series for Architecture and Landscape Design Records: A Tool for*

the Arrangement and Description of Archival Collections (Shepherd & Lowell, 2010). First published in 2000, it was produced as a result of a two-year project to arrange and describe all of the collections held in the Environmental Design Archives, University of California, Berkeley. The project allowed the authors to identify clear patterns, i.e. standard series for architectural records, which provided “a framework to organize and describe papers and records created and collected by most architects, landscape architects and architectural practices” (Shepherd & Lowell, 2010, p. 1).

Standard Series... is clearly aimed at professional archivists and intended to be used in conjunction with general archival processing practices and individual institutions’ internal processing procedures. The arrangement guidelines stipulated have been widely adopted. SAA: Architectural Records Roundtable (ARR) (2016a) recommends its use, while the Library of Congress includes it in their *Visual Materials: Processing & Cataloguing Bibliography* (2013). Chesarino (2012, p. 10), Dunlap (2014, p. 2), Poindexter (2013, p.20) and Loe (2007, p. 2) all name it as a key resource.

The arrangement and description chapter in *Architectural Records: Managing Design and Construction Records* (Lowell & Nelb, 2006, p. 89-105) also provides useful guidance. While there is some repetition of the material covered in Lowell’s previous publication, this chapter offers a more comprehensive and broader discussion of the issues and archival principles that should inform the processes. It is clearly aimed at a wider audience and explains basic archival principles in much greater detail. The discussion is very practical in nature and is obviously informed by experience and knowledge of archival best practice.

In order to effectively and accurately arrange and describe design records, it is essential to have “an understanding of the process of design and the creation and uses of the resulting records” (Lowell & Nelb, 2006, p. 89). For archivists less familiar with these kinds of records chapters 1-4 (Lowell & Nelb, 2006, p. 1-87) provide a comprehensive introduction. Lowell & Nelb’s book is generally regarded to be an essential reference tool for anyone tasked with the

care and management of architectural archives. SAA: ARR names it as a key resource for describing architectural records. Similarly, the description standard *Describing Archives: A Content Standard (DACS)*, which is used for this project, prescribes it as one of two companion standards for use with architectural materials (Society of American Archivists, 2013, p. 141).

Useful advice was also found in the arrangement and description chapters of *A Guide to the Archival Care of Architectural Records: 19th – 20th Centuries* (Daniels, 2000, p. IV-1 – V-12), published by the International Council on Archives: Architectural Records Section. The preliminary survey form, suggested as a means of capturing the salient physical characteristics of a group of architectural records (Daniels, 2000, p. IV-9), was considered as part of the arrangement planning process for the Morgan papers. Ultimately it was decided that this step was not necessary on this occasion, as the collection predominantly consists of architectural drawings, and processing was being undertaken almost straight away. It will certainly be considered in the future, particularly if several staff are to be working on the project, or if there will be a significant time lapse between the initial assessment and arrangement and description taking place.

Daniels also advises to start the arrangement with office records, as they are usually the easiest to read. They along with any photographs in the collection, can often provide useful clues for arranging other documents. Drawings, she says, should be left until last due to their size and complexity (2000, IV-8-IV-9). As the Morgan papers consist almost entirely of drawings, this advice was not particularly applicable for this project, although it will be remembered for other projects.

Project drawings and other project records are the principle types of records created by a practicing architect or an architectural practice. Lowell advises that project records are the “fundamental unit for arrangement and description of design and construction records” (Lowell & Nelb, 2006, p. 95).

No evidence of the original order of the project drawings could be found. Unusually, Morgan did not assign job numbers; architectural practices frequently use a sequential numbering system to distinguish each job from one another. It is often comprised of the year and a running number, or an ongoing running number which continues from year to year. As the original order could not be identified and re-established it was determined that arrangement alphabetically by project name was most appropriate. This is commonly implemented if an order must be assigned (Dunlap, 2014, p. 39). It is a sensible approach as project names are the most commonly used access point. Chronological order is less frequently adopted for arranging project records, as the date is far less likely to be known than the project name.

For the project record series, Shepherd & Lowell (2010, p. 10-11) and Lowell & Nelb (2006, p. 102) recommend the creation of a project index using a database or spreadsheet, rather than creating a folder list of project titles in the finding aid. The example given in Lowell & Nelb (2006, p. 104) shows an Excel document project index which contains many of the same access points as will be discussed in the 'Access points' section. The index brings together for each project all of the material of varying document types, e.g. drawings, photographs, specifications etc., no matter which sub-series they belong to.

This approach is very similar to the Access database previously employed by the AA. While there is no doubt that this is a quick and easy way for relevant resources to be identified, it was decided that a project index of this type would not be implemented. This was for two reasons. Firstly, the index is a separate document. This is contrary to one of the key purposes of introducing ArchivesSpace to the UoA Library, which is to centralise and standardise all of our archives management documentation. Secondly, the advanced search functionality of ArchivesSpace will enable all items relating to a specific project to be easily identified without the researcher having to laboriously scroll through the entire finding aid, which once may have been the case. See 'ArchivesSpace search functionality' section for more details.

The physical act of arranging and describing the collection is also influenced by its sheer size and bulk. For discussion of this, see the 'Physical arrangement' section.

Description

Description is “the process of analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding” (Society of American Archivists, 2016c).

The form, quality, and level of description were key factors to consider. A finding aid should provide intellectual and physical control of a collection, provide an appropriate level of access and minimise unnecessary handling. Determining the appropriate level of description was essential. If it is overly detailed it would be too time consuming to produce and likely, superfluous to requirements. However, if it is not detailed enough it may not facilitate the identification of relevant materials from the collection, resulting in unnecessary handling.

The vast majority of the collection falls within the 'project records' series. For this group of records, project level description, which essentially translates to file level, was adopted. The alternative, item level description, would have been highly labour intensive and completely unnecessary, given that most enquirers wish to view all of the records relating to a specific project. The complexity of description for project files is more extensive than that adopted for other series in the collection. It includes project/ client name, date, extent, creator (i.e. architect's name and name(s) of any collaborators, e.g. engineer), project type, and project location. The project drawing sub-series also includes a description of the drawing(s) (i.e. representation type, e.g. plan, elevation, section) and a physical description (i.e. support and medium). More details follow in the 'Access points' section.

File level description was determined to be appropriate for description of Morgan's detail drawing reference files. As some descriptive elements were common to all of the files in this sub-series they were applied at sub-series rather than repetitively at file level, e.g. date. Further discussion follows in the 'Details drawings files' section.

Item level description was implemented for the 'professional papers' series. This seemed appropriate as the series is comprised of only a few items, and for relatively little effort a more comprehensive picture of the content could be provided. As pointed out in Lowell & Nelb "an item-level description model is appropriate for managing holdings of unique single items, but is poor archival practice for large design collections" (2006, p. 100). It would not be appropriate practice for the AA to describe all collections to item level due to the level of resources available and current processing backlog.

The form of the description adhered to is the commonly used descriptive standard *Describing Archives: A Content Standard (DACs)* (Society of American Archivists, 2013). The use of descriptive standards is essential to ensure interoperability, quality and consistency. *DACS* was selected by the UoA Library for its flexibility and because it "complies with EAD... and incorporates two key standards, the General International Standard Archival Description (ISAD (G)), and the International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (ISAAR (CPF))" (Innes & Pawley, 2014, p. 5).

Additional content standards and thesauri were required as "*DACS* provides no specific rules for the description of particular media" e.g. architectural materials (Society of American Archivists, 2013, p. 140). *DACS* recommends use of the previously discussed *Architectural Records: Managing Design and Construction Records* (Lowell & Nelb, 2006), and *A Guide to the Description of Architectural Drawings* (Porter & Thornes, 1994).

It is unfortunate that *DACS* does not provide more comprehensive direction. Other archival description standards, such as *Rules for Archival Description (RAD)* (Bureau of Canadian

Archivists, 2008) and *Manual of Archival Description (MAD)* (Cook & Procter, 1989), devote whole chapters to the description of architectural and technical drawings. However, it should be acknowledged that the two resources recommended by *DACS* offer far more comprehensive direction than that found in *RAD* or *MAD*. *A Guide to the Description of Architectural Drawings* (Porter & Thornes, 1994) in particular provides extensive descriptive terms.

Access points

“Access points are generally determined by the needs of the primary audience (architects, museum curators, etc.), a few elements tend to form a minimum level of access for architectural projects: architect, project name, client, date, and geographic location” (Society of American Archivists, 2016a).

Previous experience shows that in addition to these five access points it is also desirable for the description of project drawings to include:

- physical description, i.e. support and medium
- representation type, e.g. plan, elevation
- project type, e.g. hospitals, competition entries

This facilitates searches to extract material relating to buildings of a certain type, e.g. community centres; a particular medium, e.g. watercolour; or a specific method of representation, e.g. perspectives. All of these examples are recent requests received by the AA. Using the existing Access database, appropriate project files can be identified. It is desirable that same level of access is maintained.

Including a physical description of the drawings and the method of representation also ensures that there are clues in the finding aid as to their original purpose and likely content. For example, ‘ink on linen’ and ‘plan, elevation, section’ may confirm for the researcher that

the file is worth viewing, while ‘graphite on tracing paper’ and ‘sketches’ may indicate that the drawings will not contain the technical information they are looking for. It is also helpful for administrative purposes, specifically preservation planning, to have information about which reproduction techniques and materials constitute the collection.

The most common enquiry type received by the Architecture Archive is one which pertains to specific individual projects. Chesario’s research found that the specialist architecture archivists she surveyed “agreed that the majority of their users value the project name as the most used and useful access point in the finding aid. Hence, each of the institutions organizes the container listings of their finding aids around the project name” (2012, p. 25). Project name is the most prominent access point for all project records in the Morgan collection. For further discussion of this see the ‘Project titles’ section. To see an example of a project drawing entry on ArchivesSpace (staff view), including the access points listed below, see Appendix 5.

Table 1: Key access points

Access point	Method of generating	Comments
Architect / collaborator	Architect’s name or architectural practice. Entries also added for other professionals associated with project e.g. engineers, surveyors, photographers etc.	Often found in title block of drawing, letterhead, signatures on documents etc. Check for existing ‘Agent’ entry on ArchivesSpace. If necessary, create one. See ‘Agent names’ section and Appendix 4.
Project name	Use evidence found in the title block of the drawing and any other knowledge to identify project.	See ‘Project titles’ section.
Client	If included in title block of drawing or is otherwise known.	Forms part of project title.

Date	As noted on the document, or estimated as accurately as possible based on other evidence.	Many drawings are undated. Only the year is recorded on ArchivesSpace.
Geographic location	Based on what is discernible from the drawing itself. <i>Address Information Management System (AIMS)</i> , “a centralised database for the management of national addresses, including for electoral purposes” (Land Information New Zealand, 2016) used to clarify or complete a location if necessary. <i>Getty Thesaurus of Geographic Names</i> (Getty Research Institute, 2017b) used to determine region. Reliable resource which isn’t NZ specific so is also appropriate for international projects. Brief location details may also be useful to include in the project title.	Reliable controlled sources - ensures location information is accurate and trustworthy. Neither resource includes information about any changes of name which may have occurred. If known these should also be noted. Several international projects (U.K.) are included in the Morgan papers. Location information followed the address details provided on the item, combined if necessary with details from <i>Getty Thesaurus of Geographic Names</i> (Getty Research Institute, 2017b).
Project type	Controlled vocabulary established using <i>Art and Architecture Thesaurus (AAT)</i> (Getty Research Institute, 2017a).	List generated based on terms previously used in the AA. See Appendix 1. Slight modification of some terms to meet local requirements, e.g. American spelling

	For specifically New Zealand terms <i>The Dictionary of New Zealand</i> (Orsman & Orsman, 1994) definitions used.	substituted with NZ English, e.g. 'theaters' became 'theatres'. Some project types on original list merged together in order to use a less specific term, e.g. 'churches', 'synagogues' etc. merged under AAT term 'religious buildings'.
Physical description	Support and medium description only. See Appendix 2. Generated using <i>A Guide to the Description of Architectural Drawings</i> (Porter & Thornes, 1994). <i>Architectural Photoreproductions: A Manual for Identification and Care</i> (Kissel & Vigneau, 2009) and <i>The office copying revolution</i> (Batterham, 2008) used to assist with identification of copying techniques.	Some photographic reproduction techniques require high levels of magnification for unequivocal identification. In the absence of this an educated guess based on as much other evidence as possible is used. Difficulties distinguishing coloured pencil from pastel, particularly when only small areas of application. If distinct pencil lines not seen assumed pastel.
Drawing type (method of representation)	Controlled vocabulary e.g. plan, elevation etc. using terms found in <i>A Guide to the Description of Architectural Drawings</i> (Porter & Thornes, 1994).	Some modifications made. See Appendix 3 for further details.

Knowledge of the types of enquiries received by the AA, in conjunction with informal discussions with users of the AA prior to commencing this project, suggest these access points will largely meet the varying needs of the AA's various user groups.

Some specialist repositories, such as the Royal Institute of British Architects (R.I.B.A.) Drawing Collection, also describe the 'purpose or stage' for which the drawings have been created, e.g. preliminary drawings, alternative design drawings, presentation drawings, and working drawings (Gawne, 2003, p. 178-9). This strand of description was not applied for the description of the Morgan papers. Establishing which stage a drawing was created for sometimes requires further research. The time required to identify this, versus the perceived potential benefit, determined that it would not be documented. Informal research of other specialist architecture archives suggests that this level of description is the exception rather than the rule. It may be appropriate for specific significant projects in other collections held in the AA, but it will not be considered as a standard descriptive element.

Similarly recording the scale and dimensions of drawings is not appropriate or required for project level description, although it may be considered for specific significant items.

Dissemination

When the finding aid is completed it will be accessible in the following locations:

- HTML finding aid linked to collection level MARC record on the UoA Library catalogue
- Record on Community Archive database will include a link to UoA Library catalogue record
- Link from the AA website (due for redevelopment)
- Hardcopy in the AA reading room
- ArchivesSpace public search interface on UoA Library website (when completed and released)

Further discussion

Project titles

As previously discussed project titles provide the key access point for all project records. In the Morgan collection, they also determine project record arrangement. Many drawings contain project details, client name and location in the title block. Sometimes there is inconsistency from sheet to sheet within the same project. This can be indicative of the stage in the design process at which the drawing was produced. Titles found on drawings often begin with "Proposed...". In these instances, adopting the exact title would make alphabetisation less concise or useful. Some drawings have just a quickly scrawled client name added somewhere on the drawing, while others have no identifying textual information on them at all.

DACS section 2.3 provides comprehensive direction regarding titles. "A title may be devised or formal.... archivists usually devise titles for archival materials" (Society of American Archivists. 2013, p.17). Due to the issues outlined above, it was decided that a consistent approach was required. Therefore, all titles are devised based on the evidence available and adhere to *DACS* guidelines. This enables material to be accurately and concisely described.

Most titles in the *DACS* examples begin with a name formed in natural language. This felt problematic as alphabetisation by project titles would see the client's first name or initials take precedence over their family name in many instances, e.g. John Hoskins's shop and offices. A family name is more likely be known and is a more commonly used search term.

After some thought it was decided that in most cases it is more appropriate for the building name or type to take precedence over the client name, e.g. Shop and offices for John Hoskins. The records are after all about the buildings rather than the client. This approach also better reflects the form usually found on the architectural drawings themselves, e.g. Proposed shop and offices for John Hoskins.

The creation of a simple client name index, in ArchivesSpace as part of the finding aid, was also considered. It would not need to adhere to *DACS* rules and would allow family names to be the principle term used for alphabetisation. It was ultimately decided that the amount of work required to produce it far outweighed any overall value. Keyword search functionality also renders it to be somewhat superfluous.

Titles often also include some form of location information to assist with easy identification of a project. This is particularly useful when there are several similar projects in different locations, e.g. National Bank of New Zealand Waipu and National Bank of New Zealand Whangarei. Full location information, or as full as possible, is also still recorded in a scope and contents – location note.

As material relating to the same project is often found in the project files and project drawings sub-series, great care was taken to ensure that the title was consistent for both entries, e.g. Returned Services' Association (R.S.A.) clubrooms Whangarei. The arrangement note at 'Project records' series level alerts researchers that material relating to the same project may be split between several sub-series.

ArchivesSpace search functionality

As previously stated the UoA Library's ArchivesSpace public search interface is yet to be released as it is still under development. Its imminent arrival, however, means that its predicted functionality must be considered. It is anticipated that it will facilitate keyword searching across all archival collections to extract search results.

There is no question that this new search functionality will have enormous benefits for researchers. It likely offers huge opportunities for previously undiscovered connections to be made across multiple collections within the University Library's repositories. It does however pose a risk to loss of understanding of context and provenance. Important notes, such as

scope and contents and provenance, especially when at higher levels of the hierarchy, could become slightly disjointed from individual files or items when they appear in search results.

It is believed that a breadcrumb trail will show how the search result, whether series, sub-series, file etc., fits into the hierarchy of the collection. But it will be up to the researcher to explore this. Good researchers will continue to glean important contextual evidence by consulting the complete finding aid as they always have done. It may be that less experienced researchers will not bother to properly ascertain the complete context of the items highlighted in their search results. It will likely fall to archivists to impart the importance of this when interacting with researchers in the reading room and through archival literacy education.

However, it may also be necessary for archivists to reassess and adjust current description practices to respond to these technological developments. The ramifications it has for devising titles, and for archival description more generally, should be considered. One of the principles currently adopted when devising titles is that “lower levels inherit characteristics from higher levels, [of the finding aid’s hierarchical structure, so] parts of titles may often be assumed and hence skipped” (Innes & Pawley, 2014, p.10). Therefore, there is a risk that titles based on these principles will be much less meaningful, particularly if they are picked out in keyword search results.

As the exact form of the public search interface is still unknown it is not for this case study to pursue this discussion further. Ideally, measures will be taken in the design of how the search results are presented to mitigate the risk of loss of context as much as possible. Changes to description practices may need to be considered for future collections.

Physical arrangement

It is regularly acknowledged that collections of architectural records are usually dimensionally oversized, often quantitatively extensive, frequently disorganised, and generally awkward to

manage. Daniels (2000, p.IV-1), Gawne (2003, p. 177), Hamburger (2004, p.5), Loe (2007, p. 2), Lowell & Nelb, (2006, p. 89), and Shepherd & Lowell (2010, p. 1) all make this point, either generally or in relation to the specific projects they discuss.

The size of architectural drawings alone present challenges which other types of records do not bring. A large amount of space is required to work with an architectural collection, let alone physically sort it. The space available for this project was one large desk, 1800mm x 4600mm. It serves as both processing space and reading room for archive visitors. This dual functionality demands that material being processed must be regularly packed away to make room for other collections to be consulted - usually at least once a day.

One possible solution to this space dilemma considered was to spread out and sort the collection in the Architecture and Planning Library after hours. However, it was decided that this case study should reflect the Architecture Archivist's normal work conditions which would not regularly allow this. As such the space restrictions influenced some of the decisions made for this project.

One compromise was that the intellectual arrangement of the project files, particularly the drawings, would not be mirrored in their physical arrangement. After careful consideration, it was determined that this would have little effect on how the collection is understood or accessed by researchers. This is especially true as all project drawings are retrieved by the archivist anyway and most researchers are interested in specific individual projects.

Another compromise made, this time less informed by the lack of space and more influenced by the need for efficiency, was that the sheets of drawings within the project folder would not be sorted and arranged, e.g. working drawings ordered. As the drawings for each project in the collection consists of less than 100 sheets each, and researchers are likely to want to view them all, it was decided that the time taken to sort them would be better used

elsewhere. If any projects had had several hundred sheets of drawings, there would be some benefit in sorting them to allow easier access and storage in multiple folders.

The drawings were however sorted within their folders for preservation reasons. Blueprints and other photoreproductions can contain chemical residues so these were separated by type, using acid-free tissue or Mylar, to prevent contact with copies of a different type and original drawings. Drawings on highly acidic paper or with adhesive residue, e.g. old sticky tape, were similarly isolated within the folder to prevent acid or adhesive migrating into other sheets. Drawings which were damaged or particularly fragile were housed in Mylar or acid-free tissue and placed at the top of the folder. It was then also ensured that the folder would be located on the top of the pile in a plan-cabinet drawer.

Unique identifiers

The decision not to mirror the intellectual and physical arrangement of the collection, as described above, had other ramifications for the project. UoA Library Special Collections usually derive unique identifiers by where the series/ sub-series/ file/ item fits into the hierarchical arrangement of the collection, e.g. series 1, sub-series 2, folder number 4 = 1/2/4. This works smoothly when it is possible to exactly determine the arrangement of the collection prior to beginning the description process.

While this system could have been used for this project, it would have required double handling. The entire collection would have had to be arranged before unique identifiers could be assigned. This seemed to be a cumbersome and inefficient approach, and also presented a high likelihood of mistakes being made.

In the interests of maintaining consistency across the University's archival repositories it was necessary to discuss this dilemma with the Special Collections Manager. He agreed that there should be a better way of dealing with it. It was determined that a running number could be attributed to each project, item or file within each series or sub-series – whichever

was the most specific level of the description. This proved to be much more practical, with no need for double handling and very little risk for error.

The series and sub-series identifiers still follow the hierarchical arrangement of the finding aid. In both instances either the running number or the hierarchical series/ sub-series number is combined with the collection identifier, e.g. (Arch 2016/4), to form the complete reference number.

e.g. Arch 2016/4/3/2 reference for project files sub-series of the Morgan papers.

Arch 2016/4/089 reference for 'Hotel at Waipu' project drawings in the Morgan papers.

Detail drawings files

As was briefly mentioned in the 'Arrangement' section, the detail drawings files in the Morgan collection are an unusual feature. No other examples of these types of files are found in any of the other collections held in the AA.

They seem to have been collated to serve as reference files of specific design features, e.g. leadlights, fireplaces, staircases etc. The individual projects which the details relate to appear to be of lesser importance than the designs themselves. Many drawings are not identified and are undated. This suggests that Morgan either had an exceptionally good memory or it simply was not of vital importance.

The sheer volume contained in the files made checking their content against that of the project drawings files prohibitive, as did the lack of identification on many of the sheets. It also seemed unnecessary. Some duplications and omissions in the project files, for those that could be readily identified, were noticed in passing. Either way there was no question that the contents of these files be broken up, e.g. identifiable drawings united with their relevant project drawings. This action would be contrary to the fundamental archival

principle of original order. Morgan has consciously compiled the files, in some cases even going to the effort of binding the sheets together with pins and hand labelling the covers.

Once the purpose of the files was understood, the appropriate series to place them in had to be decided. Although their content relates to the project records, their purpose is as a reference tool. As such it was determined that 'Office records' was the best location. Detail drawings reference files were not listed as an example in any of the series or sub-series given in the *Standard Series...* (Shepherd & Lowell, 2010, p. 12). However, the basic structure outlined and the examples given allow for the addition of unique sub-series. This allowed the original order of Morgan's record keeping practices to be maintained, and a more accurate sense of the records preserved. Later, quite by chance, an example of similar files was found noted in the office records series of Geraldine Knight Scott Collection, held in the Environmental Design Archives, University of California Berkeley (Lowell & Nelb, 2006, p. 101). This was a reassuring sign that Morgan's reference files had been placed in the most appropriate location of the finding aid.

The appropriate description for these files also took careful consideration. It seemed unnecessary, as well as difficult, to apply all of the same access points as for the project drawings. The topic of the files is the most important access point and this information is prominently located in the file titles. As so many drawings have no dates it was decided that all of the files should be presumed to cover Morgan's career from the time of his return to New Zealand from the United Kingdom, until his death. The drawings that are dated show a broad spread of dates and seem to support this. As such, dates were applied at sub-series level rather than file level, and a scope and contents note was also added to alert researchers. A general medium and support description was applied at sub-series level also, indicating that graphite on tracing paper is predominant in these files. A more specific description for each file seemed unnecessary, not nearly as useful as in the project drawings description, and likely to overshadow the more important details.

Some of the files also contained drawings by other architects. Agent links were added to the files to indicate this. These connections could be of interest to researchers and would be far less likely to be discovered without these entries in the description.

Agent names

The names of individual architects, architectural practices and other contributors, such as engineers and surveyors, are important access points in the finding aid. Each requires an 'agent' entry to be created on ArchivesSpace. This establishes a controlled list and ensures names are consistently applied in the same form. *DACS* states that "repositories should use the form of personal and corporate names found in *Library of Congress Authorities*...or use rules for formatting standardized names such as those found in AACR2, ISAAR(CPF), or RDA" (Society of American Archivists, 2013, p.88).

In almost all instances it was not possible to find an existing authorised form of the names required for this project. Porter and Thornes recognise that "many people and corporate bodies encountered in architectural history are not yet cited in the literature of the discipline" (1994, p.217). This proved to be the case, as only two authorised/ established names out of twenty-two required were found.

The UoA Library's metadata team recommended I use *Resource Description and Access (RDA)* when creating names to ensure consistency with existing UoA Library processes (personal communication, May 11, 2017). This ensures that the metadata produced is of a consistently high quality with a good potential for interoperability. Currently only data from the collection level of finding aids is imported into Primo, the UoA Library's management system. However, in the future there may be greater integration; processes determined now should ideally preempt this possibility. Details of the process followed are outlined in Appendix 4.

Archivist's influence

The traditional view of archivists as impartial, neutral conduits between archives and users is now commonly seen as a quaint historical notion. Sir Hilary Jenkinson emphasised in his *Manual of Archive Administration*, published in 1922, the “very distinct positions occupied in the matter of Archives, by the Archivist and the Administrator who compiles Archives... [and] the difference is even more strongly marked between the Archivist and the Historian” (p. 106). His belief was that an archivist's role was primarily one of “advisor, facilitator and preserver of records...” and it would be a conflict of interest for archivists to be more actively involved, e.g. with the selection of records (Bettington, 2008, p. 156).

Contemporary professional discourse frequently explores the power of the archivist, particularly in terms of the key archival responsibilities of appraisal, selection, and description. Schwartz & Cook proclaim that archivists “continually reshape, reinterpret and reinvent the archive... [with] enormous power over memory and identity...” (2002, p. 1) and “archivists appraise, collect, and preserve the props with which notions of identity are built” (2002, p. 16).

Duff & Harris explore archival description and suggest that when describing records each archivist decides what information to capture and highlight, while they forget or overlook other aspects (2002, p. 275). Cook & Schwartz state that postmodern archival practice requires archivists to recognise their role in the creation of archives and they must accept and “reveal their own biases” (2002, p. 182).

With these concepts in mind I acknowledge that I am solely responsible for all aspects of the AA, including appraisal, selection, accession, preservation, access and promotion. This position of power to shape and control the collection is mitigated to some extent by AA collection development guidelines, UoA Library policy, the network of UoA Library colleagues and reporting processes, liaison with academics from the School of Architecture & Planning,

and involvement with regional and international professional networks, e.g. International Confederation of Architectural Museums.

The AA and its users benefit from my knowledge, training and experience. Eighteen years working in the Architecture & Planning Library, eight of which as Architecture Archivist, provides a solid understanding of how the collection is used, who uses it and why. The decisions made regarding the arrangement and description of the Morgan papers reflects this experience and understanding.

I also feel that it is important to address any concerns that may arise because I am not an architect, yet I need to understand specialised architectural collections in order to accurately describe them. I believe that the level of architectural knowledge required is within my capabilities and experience. Much of the metadata is explicit, such as project names, or it is within my existing skill set, e.g. identification of drawing types, supports and mediums. Advice is always sought if further interpretation or clarification is required. For example, discussions with Kerry Francis, author of the conference paper referred to earlier, have been invaluable for gaining that added level of understanding about Morgan and his key projects.

With regards this project, I should however acknowledge that in addition to the reasons for selecting this collection outlined in the 'Project parameters and method' section and the fact that there is already researcher interest, some personal biases also influenced my decision. Firstly, Morgan seemed to be highly regarded by other members of the profession and the wider community, which made me like him too. Secondly, I find many of the drawings aesthetically appealing. While these factors were not the key reasons for choosing this collection to work on they did play a small part in my decision.

Custodial intervention

Close attention was paid during arrangement and description for any evidence of intervention in Morgan's papers by other custodians. Noting observations of this kind helps

to further build an understanding of the provenance and context of the collection, as was discussed earlier in this project.

Several examples of custodial intervention were found. Firstly, an indexed notebook listing Morgan's projects which was most likely produced in the office of Robert Finch, a subsequent custodian of Morgan's papers. The handwriting is very consistent and looks likely to have been completed in two or three sessions, judging by the different pens used. There are several very similar notebooks in Finch's papers listing his projects. While the notebooks and their content are very similar to the one for Morgan's papers, they show much greater variation in handwriting and ink. This suggests they were produced over a much longer period, a single entry at a time.

It was decided that the Morgan project notebook should be included with Morgan's papers as it is here that it will be of most value to researchers. Scope and contents and custodial history notes have been added to the notebook's item entry on ArchivesSpace. This makes explicit the decision to include it with the collection and informs researchers of its probable origin.

Another discovery was found in the project drawings for the hotel at Ruawai. A site plan dated 1964, which is after Morgan's death, was found with drawings created by Morgan. Although unsigned it suggests that a subsequent custodian, probably Robert Finch, has likely worked on the project and one of his drawings has become integrated into Morgan's files. A custodial history note has been added to the project records to alert researchers.

Other types of intervention are more difficult to detect, such as the removal of material from Morgan's files. This is more likely to be discovered during the arrangement and description of Finch's and Grant's papers.

Later annotations on records, such as project drawings, are also difficult to detect. It would require an intimate knowledge of each project. A researcher may have that level of familiarity with Morgan's work. Observations of this kind are frequently pointed out in the reading room. If so, a note can be added to the finding aid entry for the material affected. The origin of the observation will also be noted, so as to give a context for the commentary.

ArchivesSpace may in a future version have enhanced functionality which will allow members of the public to interact with the finding aid themselves, e.g. by adding comments. This seems to be an increasingly common enhancement in relation to digital collections in the GLAM sector. The potential benefits and difficulties associated with this will not be discussed here. However, it would go some way to addressing the need to recognise the ongoing and often multi-dimensional story of archival collections which continues to develop, even after they find a home in an archival repository.

Weeding

Some rolls of project drawings contained identical duplicate copies, mostly blueprints. These were likely created for distribution to contractors. As an expense to the business, Morgan probably retained the copies just in case they were required in the future. Also, as Dunlap points out, it was common for drawings and paper relating to a project to just be packed away when the project was complete (2014, p. 38).

It is poor archival practice to retain multiple duplicate copies. It is unnecessary and takes up valuable space, which is at a premium in almost all archival repositories. The most efficient time for weeding of this nature to take place is during arrangement and description. It prevents the need for double handling and has the added benefit of being informed by knowledge acquired as part of those processes. Other criteria for weeding may be appropriate in relation to other collections, but these will not be discussed as only duplicates were weeded from the Morgan papers.

Exactly what constitutes a duplicate needs to be carefully articulated. It is common to find an original drawing e.g. ink on linen, along with reproductions of that drawing, e.g. diazo prints, blueprints. Often the reproduction will have been annotated with additional information, e.g. dimensions added in graphite, watercolour applied to indicate certain materials. The addition of any annotations to the reproduction then renders it an original in its own right.

After careful checking, a few duplicate copies were identified. The copy in the best condition was determined and retained. If the original drawing was there, it was always retained as a matter of course, whatever the condition. A reproduction was also kept if the condition of the original was poor. Duplicate copies not required were dealt with as per the process agreed with the donor in the 'Deed of gift' documentation.

A processing note was added at 'Project drawings' sub-series level to alert researchers that some duplicate drawings have been weeded. More detailed notes were also added to the individual projects which were affected. This ensures that weeding decisions are traceable and transparent, and my influence as archivist in the ongoing shaping of the collection is acknowledged.

ArchivesSpace and the AA

Whilst undertaking this project it became apparent that the AA's use of ArchivesSpace differs slightly compared with other sections of the UoA Library using it. This can largely be attributed to the unique description requirements of architectural project records, particularly the multiple access points as outlined in the 'Access points' section. There also appears to be a far more prevalent use of notes at lower levels of the hierarchical arrangement i.e. in relation to individual projects, e.g. custodial history notes and processing notes relating to weeding of duplicate copies.

It was particularly noticeable when the standard stylesheet, used by UoA Library Special Collections, was applied to transform the metadata recorded in ArchivesSpace into an HTML

finding aid document (Appendix 6). The resulting display, particularly the 'project records' and 'office records' series, is messy and difficult to read. These problems most likely occurred as the additional access points use ArchivesSpace fields which are not normally required to surface in other UoA Library generated finding aids.

Issues include: -

- disproportionate font sizes within entries with less important information overshadowing key access points i.e. the project title
- some metadata labels are not displayed or need modification
- notes from multiple fields merged into one block of text
- lack of distinction between individual records

It was determined that a specialised stylesheet must be produced as manual manipulation would be too laborious and should not be necessary. A request was made via the Special Collections Manager to the Library's Applications Development and Support team for the production of a specialised stylesheet to meet the needs of the AA. This was approved and work began. The anticipated 'half a day to a day' timeframe to complete the task indicated that it would be finished and available for use with this project.

However, two months after making the request and at the time of submitting this project the specialised stylesheet was still under development. Another project was unexpectedly prioritised and the AA's stylesheet put on hold. While this is frustrating and beyond my control it is perhaps characteristic of the everyday occurrences affecting projects to implement new systems. It will happen but it will take slightly longer than first anticipated. The second version of the finding aid in Appendix 6 shows the progress so far. This is followed by manually constructed sections of the finding aid to illustrate how it is anticipated it will eventually display.

Final comments

This research project provided the ideal opportunity to explore archival arrangement and description of architectural collections, and to determine what is most appropriate for the AA and its users. The creation of a finding aid for the Alfred P. Morgan architectural drawings and papers acted as a case study to facilitate the investigation process.

The study draws on examples of other specialist architecture archives arrangement and description practice, international research, and archival theory. This is combined with UoA Library guidelines to establish and document well-informed evidence based processes. This includes the identification of relevant resources, selection of description standards and the construction of controlled vocabularies.

The finding aid, in conjunction with the methodology and resources used to create it, represents a significant improvement in cataloguing practices at the AA. This is particularly noticeable in terms of improved consistency, quality and interoperability of the metadata, as well as enhanced accessibility and respect for the archival principles of original order and provenance.

The project will have immediate and ongoing value for UoA Library staff and will form the basis of in-house processing guidelines for the AA. These processes should however be regularly reviewed, and revised if necessary, in response to any ongoing enhancements to ArchivesSpace, user feedback and any other circumstantial changes. Future research into how researchers interact with the finding aids, particularly via the yet to be released UoA Library's ArchivesSpace public search interface, would also be of value.

One thing that is certain, is that the accessibility and control of the Morgan papers has been vastly improved as a result of this project. Whilst working on the finding aid, I was able to quickly identify and provide access to multiple projects from the collection to a Master of

Engineering student researching historic reinforced concrete construction. This was entirely due to the improved accessibility of the collection - evidence that all of this work was absolutely worth it!

References

- ArchivesSpace. (2016). *ArchivesSpace: Mission and history*. Retrieved from <http://archivesspace.org/about/mission-and-history/>
- Auckland Technical College. (1912, December 23). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19121223.2.12>
- Australian Society of Archivists Committee on Descriptive Standards. (2007). *Describing archives in context: A guide to Australasian practice*. Dickson, Australia: Australian Society of Archivists.
- Batterham, I. (2008). *The office copying revolution: History, identification and preservation: A manual for conservators, archivists, librarians and forensic document examiners*. Canberra, Australia: National Archives of Australia.
- Bettington, J. (2008). Appraisal & disposal. In J. Bettington, K. Eberhard, R. Loo, & C. Smith (Ed.), *Keeping archives* (3rd ed., pp. 137-206). Canberra, Australia: Australian Society of Archivists Inc.
- Births. (1938, October 24). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19381024.2.2.1>
- Bureau of Canadian Archivists. (2008). *Rules for archival description* (Rev. ed.). Retrieved from http://www.cdncouncilarchives.ca/RAD/RADComplete_July2008.pdf
- Chesarino, C. M. (2012). *An analysis of finding aid structure and authority control for large architectural collections*. (MSLS paper, University of North Carolina). Retrieved from <https://cdr.lib.unc.edu/record/uuid:88d6bbe4-76a2-40a2-985a-0eb8413afdf5>
- Contents. (1939). *Home & Building*, 3(2), 5.
- Cook, M., & Procter, M. (1989). Description of architectural and other plans. *A manual of archival description* (2nd ed., pp. 213-220). Aldershot, Hants, England: Gower.

- Cook, T. & Schwartz, J. M. (2002) Archives, records and power: From (postmodern) theory to (archival) performance. *Archival Science*, 2(3), 171-185. doi: 10.1007/BF02435620
- Daniels, M. (2000). Arrangement of architectural records. In M. Daniels, & D. Peycere (Eds.), *A guide to the archival care of architectural records 19th-20th century* (pp. IV-1-IV-11). Paris, France: International Council on Archives Architectural Records Section.
- Daniels, M. (2000). Description of architectural records. In M. Daniels, & D. Peycere (Eds.), *A guide to the archival care of architectural records 19th-20th century* (pp. V-1-V-12). Paris, France: International Council on Archives Architectural Records Section.
- Douglas, J. (2016). Toward more honest description. *The American Archivist*, 79(1), 26-55.
- Dunlap, A. J. (2014). *Preserving legacy: The development of the design workshop archives and digital collection at Utah State University* (M.L.A. thesis, Utah State University). Retrieved from ProQuest Dissertations & Theses Global. (1658559509).
- Duff, W. & Harris, V. (2002). Stories and names: Archival description as narrating records and constructing meanings. *Archival Science*, 2(3), 263-285. doi:10.1007/BF02435625
- Engagements. (1929, September 21). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19290921.2.172.10>
- Engagements announced. (1929, September 21). *Auckland Star*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/AS19290921.2.138.6>
- Field ambulance. (1915, September 23). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19150923.2.63>
- Francis, K. S. (2006). Temperate modernity: The Whangarei architecture of Alfred Morgan in the 1930s. In McCarthy, C. (ed.) *Pleasing Homogeneity, Dull Times, and Animated Cocktails: New Zealand Architecture in the 1930s: A One Day Symposium*, (pp. 25-31). Wellington: Victoria University of Wellington, Centre for Building Performance Research.

- Gawne, E. (2003). Cataloguing architectural drawings. *Journal of the Society of Archivists*, 24(2), 175-187. doi:10.1080/0037981032000127034
- Getty Research Institute. (2017a). *Art & architecture thesaurus*. Retrieved from <http://www.getty.edu/research/tools/vocabularies/aat/>
- Getty Research Institute. (2017b). *Getty thesaurus of geographic names*. Retrieved from <http://www.getty.edu/research/tools/vocabularies/tgn/index.html>
- Getty Research Institute. (2017c). *Union List of Artist Names Online*. Retrieved from <http://www.getty.edu/research/tools/vocabularies/tgn/index.html>
- Gold medal award for 1938. (1939). *Home & Building*, 3(2), 23-25.
- Hamburger, S. (2004). *Architectural records: Arrangement, description, and preservation*. [Place of publication not identified]: Mid-Atlantic Regional Archives Conference.
- Innes, S. & Pawley K. (2014). *Processing manual for archives and manuscripts at Special Collections, The University of Auckland Libraries and Learning Services*. Unpublished manuscript.
- Jenkinson, H. (1922) *A manual of archive administration: including the problems of war archives and archive making*. Oxford, United Kingdom: Clarendon Press.
- Kissel, E., & Vigneau, E. (2009). *Architectural photoreproductions: A manual for identification and care* (2nd ed.). Bronx, N.Y.: Oak Knoll Press.
- Land Information New Zealand. (2016). AIMS: Street address set. Retrieved from <https://data.linz.govt.nz/set/87-aims-street-address-set/>
- Leedy, P. D., & Ormrod, J. E. (2016). *Practical research: Planning and design* (11th ed.). Boston: Pearson.
- Library of Congress. (2012). *About EAD*. Retrieved from <https://www.loc.gov/ead/eadabout.html>

- Library of Congress. (2017). *Library of Congress Authorities*. Retrieved from <http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- Library of Congress. (2013). *Visual materials: Processing & cataloging bibliography*. Retrieved from <https://www.loc.gov/rr/print/resource/vmbib.html>
- Loe, N. E. (2007). *Final performance report: Arrangement and description of the Julia Morgan architectural archives*. (No. PA-51183-05). Retrieved from http://digitalcommons.calpoly.edu/cgi/viewcontent.cgi?article=1024&context=lib_fac
- Lowell, W. B. & Nelb, T. (2006). *Architectural records: Managing design and construction records*. Chicago, IL: Society of American Archivists.
- Men from the front. (1915, June 23). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19150623.2.106>
- A modern store at Whangarei. (1943). *Home & Building*, 6(3), 27-28.
- Ministry for Culture and Heritage (2017) *Te Ara – The Encyclopedia of New Zealand*. Retrieved from <http://www.teara.govt.nz/en>
- New Aratapu Hotel. (1933, July 8). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19330708.2.110>
- New Masonic temple. (1934, September 19). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19340919.2.119>
- New Zealand Forces. (1915, September 24). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19150924.2.104>
- New Zealand Institute of Architects. (1953). Obituaries. *Journal of the New Zealand Institute of Architects*, 20(3), xv.
- New Zealanders abroad. (1939, March 10). *Press*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/CHP19390310.2.123>

- OCLC Online Computer Library Center (2017). *WorldCat*. Retrieved from <https://www.worldcat.org/>
- Orsman, E. & Orsman, H. W. (1994). *The New Zealand dictionary*. Auckland N.Z.: New House Publishers.
- Our ninth competition. (1912). *Progress*, 8(1). Retrieved from <http://paperspast.natlib.govt.nz/periodicals/P19120901.2.16>
- Poindexter, S. (2013). Drawing lessons: A case study on processing architectural records in a non-specialized repository. *Kentucky Libraries*, 77(4), 12-19.
- Porter, V., & Thornes, R. (1994). *A guide to the description of architectural drawings*. New York: G.K. Hall.
- RDA Board (2017). *RDA toolkit: resource description and access*. Retrieved from <https://access.rdatoolkit.org/>
- Schwartz, J., & Cook, T. (2002). Archives, records, and power: The making of modern memory. *Archival Science*, 2(1), 1-19. doi:10.1007/BF02435628
- Shepherd, K., & Lowell, W. B. (2010). *Standard series for architecture and landscape design records: A tool for the arrangement and description of archival collections*. Berkeley, Calif.: Environmental Design Archives, University of California, Berkeley.
- Sheppard, F. (n.d.) Alfred Percy Morgan file [Clippings file] Sheppard Collection, (M847a) Architecture and Planning Library, University of Auckland, Auckland, New Zealand.
- Society of American Archivists. (2013). *Describing archives: A content standard* (Second ed.). Chicago: Society of American Archivists.
- Society of American Archivists. (2016a). Describing architectural records. Retrieved from <http://www2.archivists.org/groups/architectural-records-roundtable/describing-architectural-records>

Society of American Archivists. (2016b). Glossary: Arrangement. Retrieved from <http://www2.archivists.org/glossary/terms/a/arrangement>

Society of American Archivists. (2016c). Glossary: Description. Retrieved from <http://www2.archivists.org/glossary/terms/a/archival-description>

Society of American Archivists. (2016d). Glossary: Finding aid. Retrieved from <http://www2.archivists.org/glossary/terms/f/finding-aid>

Society of American Archivists. (2016e). What are archives? Retrieved from <http://www2.archivists.org/profession#.V6-Kr5h97IU>

Technical College. (1912, December 23). *Auckland Star*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/AS19121223.2.60>

Weddings of the day. (1931, June 2). *Auckland Star*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/AS19310602.2.136.4>

Women's corner. (1923, October 26). *Press*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/CHP19231026.2.8>

Appendices

Appendix 1 - Project types list

The majority of project type terms and their definitions shown below have been copied directly from The Getty Research Institute's *Art and Architecture Thesaurus* (2017a). *

Terms and/ or definitions shown in *italics* have been modified, or obtained from another source to better reflect local usage or New Zealand English spelling. Any other sources used have been cited.

Further terms from *AAT* can be added to this list in the future should the need arise.

*"Getty vocabularies are made available via the Web browsers to support limited research and cataloging efforts" (Getty Research Institute, 2017a). The use in this project falls within these parameters.

Project type term	Definition
Agricultural structures	Built structures that are used in agriculture.
Ambulance stations	Building or location serving as the hub for ambulances of a given area, from which they are dispatched as needed.
Architectural furniture	Furniture designed by architects or to match or accord with the architectural features of the rooms for which it is intended.
Assembly halls	Buildings designed or intended for people to gather in auditorium or similar seating arrangements, for social or civic functions.
<i>Baches</i>	<i>"A weekend or holiday, especially beach or lakeside, cottage, now often sumptuously built and furnished. Also in southern New Zealand called a crib" (Orsman & Orsman, 1994, p. 8).</i>
Banks	Buildings that house establishments for the custody of money received from, or on behalf of, customers, with the essential duty of payment of the orders given on it by the customers. Banks' profits arise mainly from the investment of the money left unused by the customers. Bank buildings typically have indoor counters and windows where customers may make transactions, often with bars or other security devices securing the window, offices where bank officials may meet with customers, vaults for the secure storage of money and other valuables, and other security devices and measures. Exterior bank architecture

	traditionally imitates a Greek temple, although many other styles are employed as well.
Barracks	Buildings or sets of buildings erected as common living quarters for groups of soldiers or workers.
Bars	Establishments with counters where beverages, usually liquors, and light meals are served to customers.
Bathhouses (water recreation structures)	Use only for structures containing dressing rooms or lockers for bathers, as at the seashore. For buildings housing public swimming and bathing facilities, use "public baths."
Bell Towers	Towers fitted and prepared for containing bells, can be either freestanding or attached to buildings or other structures. Their footprint can be either round or rectangular (typically square). For the spaces in which bells are hung, use "belfries."
Boathouses	Buildings usually built partly in the water for housing or storing boats.
Boats	Watercraft generally smaller and less seaworthy than ships and generally not designed to cross large open waters.
Breakwater	Raised structures, usually located offshore, built to protect an area from waves.
Bridges	Structures spanning and providing passage over waterways, topographic depressions, transportation routes, or similar circulation barriers.
Bus Shelters	Minimal structures providing weather protection for patrons at bus stops; for more substantial buildings along bus routes, usually with sales and service facilities, use "bus stations."
Campgrounds	Areas comprised of individual camp sites and providing facilities and conveniences for camping.
<i>Civic centres (modified spelling)</i>	Areas within a city where the principal governmental and cultural buildings are grouped; may also denote building complexes or individual buildings housing such a range of functions, especially when the construction was financed by municipal funds.
Clock towers	Towers having the primary function to contain and prominently display a clock or clocks.
Clubhouses	Buildings occupied by a club or commonly used for club activities.
Collective settlements	Communities occupied and run by a group of people working in cooperation, often employed in farming, making crafts, etc.
Commercial buildings	Use broadly to refer to buildings associated with any aspect of the various activities and business relationships of industry and trade; when referring to structures associated with the purchase, sale, or exchange of goods in business, use "mercantile buildings."

<i>Community centres (modified spelling)</i>	Buildings where members of a community are able to gather for social or cultural activities.
Competition entries	Applications or proposals for a competition, whether literary, artistic, architectural, or otherwise.
Conservatories	In current usage, attached rooms in dwellings or other buildings, having glass wall panels and roofs, often constructed on the back or side of the building and used as a sun room or for growing indoor plants. Usage overlaps with "solariums," which are typically rooms with large windows. In historical usage, meaning overlaps with "greenhouses," which are typically larger glazed structures devoted to growing and displaying plants.
Convents	In common usage, the word "convent" is used for the facilities of a company of women living together in the discipline of a religious order and under one superior. For facilities for a company of males, use "monasteries."
Courthouses	Buildings that contain rooms for courts of law and often judges' chambers and other offices.
Crematories	Places that reduce human corpses to ashes for the purpose of disposing of them; may also refer to places that cremate animal corpses.
<i>Cribs</i>	<i>See baches.</i>
Dams	Barriers to confine, control, or obstruct the flow of water.
Electric substation	Bulk delivery points for electrical power, from which it is distributed to consumers.
Elevators	Cars, cages, or platforms and associated machinery for the vertical conveying of goods or people to and from different levels.
Extended care facilities	Health facilities specializing in the treatment of and rehabilitation from illnesses and injuries that require prolonged care over an extended period of time.
Factories	Refers to a building or group of buildings with the function of housing the action or process of making goods or producing anything, whether before or after the Industrial Revolution of the mid-19th century.
Fences	Roofless enclosures, barriers, defences, or bulwarks, such as a railings, walls, hedges, or palisades constructed along the boundary of a field, park, yard, or another place for the purpose of defending from intruders, marking boundaries, or keeping livestock or people within.
Fire escapes	Stairs, usually of steel, attached to the outside of buildings to provide means of escape in case of fire. Use "fire stairs" for fire-secure stairs within buildings.
Fire stations	Buildings housing firefighting apparatus and, usually, firefighters.

Fireplaces	Openings or recesses in chimneys or walls in which fires may be built, as for heating or cooking; may also refer to low fireproof structures erected outdoors for cooking over open flames.
Flagpoles	<i>Pole used for flying a flag (Archivist's own definition).</i>
Fountains	Structures with apertures designed to allow water to spout or flow periodically or continuously, as for amenity or public access.
Garages	Buildings or parts of buildings where motor vehicles are parked or housed, usually temporarily; for buildings that sell gasoline, lubricating oils, and other merchandise for motor vehicles, use "service stations."
Garden structures	Structures usually associated with or located in gardens or similarly landscaped grounds.
Gardens	Area of ground or open space where flowers, shrubs, trees, vegetables, or fruits are grown and cultivated.
Gates	Swinging or sliding barriers used to fill or close a gateway between two spaces or placed within a wall or fencing, often exterior and often made of a grating or open framework or forming a heavy or rough structure. For barriers of more solid and finished construction and usually leading to interior spaces, use "doors."
Grandstands	Structures, often with roofs and tiered platforms, for spectators to sit or stand on while viewing sporting events or other spectacles or performances.
Group dwellings	Relatively small dwellings containing two or more living units for people not of the same family or household, where each dwelling does not necessarily have a full range of residential facilities so that residents must share certain common areas, such as a kitchen, bathroom, and sitting room. Examples include dwellings used as temporary transitional residences. Distinguished from larger "multiple dwellings," which contain relatively complete residential units for multiple households within a single building or complex that has a smaller number of common areas, such as a laundry room.
Gymnasiums	Buildings designed and equipped for indoor, or, in antiquity, indoor and outdoor, sports, exercise, or physical education and training and usually including changing rooms and bath or shower facilities.
Hangars	Structures for the shelter, service, and repair of aircraft.
Hospitals	Buildings housing institutions that are built, staffed, and equipped for the diagnosis of disease, for medical and surgical treatment of the sick and the injured, and for their housing during this process. The modern hospital also often serves as a centre for investigation and for teaching.

Hostels	Public houses of lodging for strangers and travellers, typically distinguished from an inn or hotel by being inexpensive and providing communal accommodations, with several beds in a single room and shared bath facilities.
Hotels	Buildings where travellers or tourists are provided with overnight accommodation, meals, and other services; often distinguished from inns and other forms of temporary lodging for travellers by their larger size and range of facilities, in modern times often equipped with a restaurant, bar, conference rooms, and leisure facilities.
Houses	Individual dwellings designed to be occupied by a single tenant or family.
Incinerators	Machines or structures in which solid, semisolid, liquid, or gaseous combustible wastes are burned, sometimes at high temperatures leaving little or no residue.
Laboratories	Rooms, buildings, or groups of buildings equipped with apparatus for scientific experiments or other research, testing, and investigations.
Ladders	Frames, usually of wood or metal, consisting of two side pieces called stiles which are connected by crosspieces, usually round, called rungs; used as a means of climbing up or down.
Land subdivisions	Activity of dividing an area of land into smaller parcels for lots, blocks, streets, open spaces, and public areas, and the designation of the location of utilities and other services.
Landscape architecture	Branch of architecture that deals with the design of the scenic environment, including the development and planting of all types of planned outdoor green spaces, often with accompanying structures and roadways, outdoor public areas, landmarks, and structures with the aim of creating a natural setting for human structures and settlements. For the planning discipline concerned with the physical environment and any and all human involvement with it, with the objective of assuring proper habitat for people, animals, and plants and the resources on which they depend, use "environmental design." For the development and decorative planting of gardens and grounds in particular, use "landscape gardening.
Libraries	Buildings set apart to contain books for reading, study, or reference, typically with shelves containing books and tables and seating for users of the library.
Lighthouses	Towers or other structures equipped with a powerful light or lights (originally a signal fire) at the top, erected at important or dangerous points on or near the coast for the guidance of mariners.

Lodges	Main buildings of some resorts or public parks containing accommodations and other public facilities.
<i>Marae</i>	<i>"The courtyard (usually grassed) of a Maori meeting house...often now used for the whole complex of courtyard, meeting house, and ancillary buildings and grounds"</i> (Orsman & Orsman, 1994, p. 164).
Marine structures	Structures built in relation to water in general, especially seaward of the high-water line of the major water bodies (oceans, seas, bays); use "offshore structures" for construction built on continental shelves.
Masonic buildings	Buildings in which (prior to the 17th century) skilled stone masons or (since the early 17th century) members of the societies of Freemasons gathered, whether socially or professionally.
<i>Medical centres (modified spelling)</i>	General term for a building or group of buildings where medical facilities are centred.
Memorials	Monuments or structures built to preserve the memory of beings or events. For other objects created, issued, or worn to commemorate persons or events, use "commemoratives."
Motels	Overnight public accommodations for motorists generally characterized by long low-rise buildings consisting of rows of attached individual sleeping quarters and having direct access between the rooms and parking spaces without an intervening lobby.
Multiple dwellings	Dwellings containing two or more complete residential units, each usually occupied by separate households.
Municipal buildings	Buildings occupied by the principal offices and departments of city or town governments.
Murals	Refers to decorations in any medium that dominate a wall (or ceiling) surface; most often refers to works executed on the wall, but may also refer to works done separately and affixed to the wall. For paintings specifically, see "mural paintings."
Museums	Refers to buildings, groups of buildings, or spaces within buildings where objects of value such as works of art, antiquities, scientific specimens, or other artefacts are housed and displayed for public benefit.
Office buildings	Buildings constructed or used primarily for offices, which are spaces where business, administrative, or professional activities are conducted.
Orphanages	Buildings that house facilities for the housing and care of orphans, who are children whose parents are either dead or otherwise unable to care for their child.
<i>Parking buildings (Instead of parking garages)</i>	Parking Garages definition = Stacked parking structures comprising a building or part of a building having several

	stories and designed or used specifically for parking automobiles.
Parliament buildings	Legislative buildings in countries with parliamentary forms of government.
Porches	Use to designate roofed spaces, open along two or more sides and adjunct to a building, commonly serving either to shelter an entrance or used as living space.
Post offices	Public buildings within a government postal system at which mail is received and sorted, from which it is distributed, and at which stamps are sold and other services rendered.
Power plant buildings	Utilities buildings that are part of power plant complexes.
<i>Pre-schools (Instead of nursery schools)</i>	<i>Buildings that house schools for children too young for compulsory education but old enough to take part in certain educational and social activities. (Definition slightly modified but largely based on AAT).</i>
Prisons	Buildings or other facilities to which people are legally committed as punishment for a crime or while awaiting trial.
Public baths	Buildings equipped with swimming pools and other facilities for bathing and swimming, traditionally the primary hygienic facility in a city or town.
Public housing	Low cost housing, owned, sponsored, or administered by a municipal or other governmental agency.
Public spaces	Open spaces designed for public use or are accessible to the public, often designed to foster a sense of community.
Pumping stations	Installations with equipment for raising water in water distribution systems to a higher elevation; may be used for similar structures in sewage systems.
Radio Stations	Broadcasting stations for sending and receiving radio programming transmissions; for rooms and spaces designed for the origination or recording of radio programs, use "radio studios."
<i>Recreation centres (modified spelling)</i>	Buildings having facilities for various recreational activities, often provided by or associated with specific groups or organizations.
Reformatories	Buildings housing penal institutions that provide educational and vocational training among other methods for reforming behaviour of youthful offenders or first offenders of minor crimes.
Religious buildings	Buildings built or used for religious ceremonies or other functions having to do with a particular religion.
Resorts	Buildings and other facilities located in a scenic, sporting, or other desirable area, and providing lodgings, entertainment, and other amenities for vacationers.
Rest rooms	Public facilities containing toilets and lavatories, such as are found in office buildings, schools, transportation facilities, and other nonresidential locations.

Restaurants	Buildings housing businesses where meals or refreshments are sold and eaten.
Retail stores	Places of business where goods are sold directly to the ultimate consumers.
Schools	Individual buildings or groups of buildings designed or used as places of instruction, typically having one or more classrooms where students may sit at desks and listen to an instructor, often including a library and other areas having books, computers, or other items necessary for the lessons.
Service stations	Establishments that primarily sell gasoline, lubricating oils, and other merchandise, such as tires and batteries, for motor vehicles and that often also perform minor repair work. For buildings or parts of buildings where motor vehicles are parked or housed, usually temporarily, use "garages."
Sheds	Refers to modest outbuildings used for shelter or storage. A shed is usually one story, typically has one or more open sides, and may be covered by a lean-to roof with one high pitched plane covering the entire structure. It may be leaning against a permanent structure or standing alone. The special purpose of the shed is typically indicated by a defining word prefixing (e.g., "cowshed," "woodshed," "train shed").
Signs	Lettered notices or other displays that bear names, directions, warnings, advertisements, or symbols that are displayed or posted for public view. For smaller, less public identifying notices, use "labels (identifying artefacts)." For systems of signs arranged to communicate directions or essential information, use "signage."
Site plans	Drawings or works in another medium laying out the precise arrangement of a structure on a plot of land. It may also refer to plans for gardens, groups of buildings, or developments, where the layout of buildings, roadways, utilities, landscape elements, topography, water features, and vegetation may be depicted. For drawings or other representations on a horizontal surface of cities or larger areas, particularly when such representations are not part of a design process, use "plans (maps)."
Sports buildings	Designates buildings providing facilities for athletic events or training and, usually, support facilities for participants and spectators.
Statues	Sculpture in the round, usually but not always depicting humans, animals, mythical beings, or small figure groups. Statues are relatively large in scale, being life-size, larger than life-size, or only slightly smaller than life-size. For small-scale representations of humans, animals, or mythical beings, use "figurines," "statuettes," or another appropriate

	term. For depictions of humans, animals, or mythical beings in media other than sculpture, use "figures (representations)."
Storerooms	Rooms set apart for the storing of goods or supplies in a home, public building, or ship.
Student housing	Housing, typically dormitory-style facilities, provided for students at a college or university.
Student projects	Projects designed and carried out by students as part of a learning or training experience.
Swimming pools	Artificial bodies of water designed for swimming, either sunken into the ground or created by the construction of walls, whether or not the pool is housed within a structure or open to the sky.
Telephone exchanges	Buildings housing the central switching point for telephone communications.
Tents	Collapsible shelters of canvas, skins, plastic, or other flexible and water-repellent material stretched and sustained by poles, usually secured by ropes to pegs in the ground.
Theatres	Buildings having a stage or projection screen for the presentation of dramatic performances and providing seating areas for spectators.
Transportation buildings	Buildings designed or utilized for the needs of boarding and unloading passengers and the transportation vehicles transporting them, such as a train station, bus station, or airport.
University and college buildings	Buildings housing universities or colleges.
Urban design	The field of study and practice of designing the specific appearance, integration, and function of cities, towns, and villages. It is an interdisciplinary field that works with many built environment professions, including urban planning, architecture, landscape architecture, and civil engineering. For the field concerned with long-term planning for additions and improvements to the spatial organization and content of urban areas, use "urban planning."
Vehicles	Refers broadly to devices or contrivances by which people, animals, or objects are conveyed or carried.
<i>Visitors' centres</i> (<i>Modified spelling</i>)	Structures providing specific information about specific localities, buildings, or exhibitions through the display of printed or other material, or the sale or free distribution of literature.
Warehouses	Structures designed or used for the storage of commodities or merchandise.
Wharves	Structures built generally parallel to the shoreline so that vessels may moor alongside to receive or discharge cargo or

	passengers. For similar loading and unloading places built to extend from the shoreline out over water, use "piers (marine landings)"; if such places are artificial solid banks or shoreline extensions built parallel to the shoreline, use "quays."
Wineries	Establishments for making wine, which is the fermented juice of the grape used as a beverage.
Workshop buildings	Buildings that act as workshops for specific crafts or industries.
Yachts	Any watercraft used primarily for pleasure, especially larger sail and power craft that have accommodations; prefer a more specific term.
Zoos	Gardens, parks, or other grounds in which wild animals, and sometimes also domestic animals, are kept for public exhibition, usually in enclosures. Animals in zoos can generally be given more intensive care than is possible in nature reserves or wildlife refuges. Marine invertebrates, fish, and sometimes marine mammals, are often kept in separate aquariums.

Appendix 2 - Physical description terms

Terms for medium, support and techniques, including printmaking processes, shown below have been selected from *A Guide to the Description of Architectural Drawings* (Porter & Thornes, 1994, p.108-124).

Further terms may be added to this list in the future should the need arise.

Mediums

Dry media

- Chalk
- Pastel
- Charcoal
- Crayon
- Graphite
- Colour pencil (NB: spelling modified to reflect NZ English)

Wet Media

- Ink
- Paint
- Wash
- Watercolour

Supports

- Board
- Linen
- Film
- Paper (NB: Used by the AA to denote all types of paper except tracing paper)
- Tracing paper

Techniques

Printmaking processes

- Blueprint
- Diazo print
- Electrostatic transfer (xerography)
- Photosensitive transfer
- Photostat

- Carbon paper transfer

AA's preferred form of physical description

In order for descriptions to be consistent the following structure has been determined.

Original drawings:

Medium(s) followed by *support*

e.g. graphite, ink and colour pencil on tracing paper

Reproductions of originals or printed drawings:

Printmaking process followed by *support* followed by *medium(s)* (if applicable)

e.g. diazo print on paper with watercolour

Appendix 3 - Representation types

A Guide to the Description of Architectural Drawings offers broad and narrow terms for describing the “method of representation or point of view of a subject or subjects” of a drawing (Porter & Thornes, 1994, p.100).

The terms listed below are selected from the ‘broad terms’. They reflect the terminology often found on the drawings themselves and are the most commonly found methods of representation. The narrow terms available were deemed to be unnecessarily specific for the descriptive purposes of the AA.

- Plans
- Elevations
- Sections
- Details *
- Perspective drawings
- Sketches
- Axonometric drawings

Other ‘broad terms’ available but not selected include:

- Cutaway drawings
- Scale drawings
- Oblique drawings
- Orthographic drawings
- Profiles
- Views

If required for the description of other collections in the future, some or all of these additional terms, may also be added to the terms used by the AA.

When adding the terms to ArchivesSpace those selected from the list should be added in the order shown. A consistent approach will assist users to quickly interpret the information provided.

*'Details' does not appear in Porter & Thornes list of terms. It has been added to the list as it follows the terminology found on architectural drawings themselves. Other descriptive standards include it in the available list of terms e.g. *Manual of Archival Description* offers both 'ornamental detail' and 'structural detail' (Cook & Procter, 1989, p. 219). Its use is in keeping with the descriptive terms used by other specialist architectural archives.

Gawne, when writing about descriptive practices at the Drawings Collection, British Architectural Library, Royal Institute of British Architects, suggests "drawings should be arranged by aspect (in this order: plan, elevation, section, detail, perspective); this information should also be included in the cataloguing description" (2003, p.179).

Appendix 4 - Agent name entries

Agents were created on ArchivesSpace as either a 'person' or a 'corporate entity'.

Searches for an established/ authorised form of the name were carried out in this sequence:

- *Library of Congress Authorities List* (Library of Congress, 2017)
- WorldCat (OCLC, 2017)
- *Union List of Artist Names (ULAN)* (Getty Research Institute, 2017c)

The example shown below is a 'person' agent entry created for Horace L. Massey using the established form of his name found on *ULAN*. The authority ID number is included in the entry to link it to its source. Full name and dates, which are not included in the *ULAN* record, have been added in the biographical/ historical note field.

The screenshot shows the ArchivesSpace interface for an agent entry. At the top, the name "Massey, Horace L." is displayed with a blue "Agent" tag. Below this is a "Basic Information" section with "Agent Type" set to "Person" and a "Publish" checkbox. The "Dates of Existence" section is empty with an "Add Date" button. The "Name Forms" section is active, showing a table with columns for "Authorized" and "Display Name". The table contains one entry with the following fields: Authority ID (JPG(500242117)), Source (Local sources), Rules (Local rules), Name Order (Indirect), Prefix (empty), Title (empty), and Primary Part of Name (Massey, Horace L.).

Authorized	Display Name

Authority ID	JPG(500242117)
Source	Local sources
Rules	Local rules
Name Order	Indirect
Prefix	
Title	
Primary Part of Name	Massey, Horace L.

Rest of Name	<input type="text"/>
Suffix	<input type="text"/>
Fuller Form	<input type="text"/>
Number	<input type="text"/>
Dates	<input type="text"/>
Qualifier	<input type="text"/>
Sort Name *	System generates when saved
	<input checked="" type="checkbox"/> Automatically generate
Date(s) of Name Use	<input type="text"/> <input type="button" value="Add Use Date"/>

Contact Details	<input type="button" value="Add Contact"/>
-----------------	--

Notes	<input type="button" value="Add Note"/> <input type="button" value="Apply Standard Note Order"/>
<input type="checkbox"/> Biography/Historical Note Full name Massey, Horace Lovell, 1895-1979.	<input type="button" value="Expand"/> <input type="button" value="✕"/>

Related Agents	<input type="button" value="Add Related Agent"/>
----------------	--

External Documents	<input type="button" value="Add External Document"/>
--------------------	--

Rights Statements	<input type="button" value="Add Rights Statement"/>
-------------------	---

<input type="button" value="Save Person"/>	<input type="button" value="Cancel"/>
--	---------------------------------------

If an authorised name could not be found further searches were carried out. “In these cases, a name should be established by its use in the documents being catalogued” (Porter and Thornes, 1994, p. 217). Such details can be found in the title block of architectural drawings, letterhead, ink or embossed stamps, logos, signatures etc. Section 9.2.2.5.1 of *RDA* states “if the forms of a person’s name vary in fullness, choose as a preferred name the form most commonly found” (RDA Board, 2017).

Further information of the person's full name, dates of birth, death and /or period of activity was sometimes also required in order distinguish one individual from another with the same or similar name. In the case of partnerships evidence that it was a formal ongoing arrangement rather than a one off or occasional collaboration was also looked for. The following resources were particularly useful.

- *Paperspast*, especially tender notices and obituaries
- New Zealand architectural and building related periodicals (various titles)
- Sheppard Collection clippings files

The example below shows a 'corporate entity' agent created using *RDA* rules and the practice name as found on the title block of the drawing. A qualifier 'firm' was added to make explicit the relationship. A biographical/ history note was added to document evidence of the partnership found on *Paperspast*.

Bloomfield, Owen & Morgan (Firm) Agent

Basic Information

Agent Type: Corporate Entity

Publish:

Dates of Existence Add Date

Name Forms Add Name Form

Authorized Display Name

Authority ID:

Source: Local sources

Rules: Resource Description and Acc

Primary Part of Name *	<input type="text" value="Bloomfield, Owen & Morgan"/>
Subordinate Name 1	<input type="text"/>
Subordinate Name 2	<input type="text"/>
Number	<input type="text"/>
Dates	<input type="text"/>
Qualifier	<input type="text" value="Firm"/>
Sort Name *	<input type="text" value="System generates when saved"/>
	<input checked="" type="checkbox"/> Automatically generate
Date(s) of Name Use	<input type="text"/> <input type="button" value="Add Use Date"/>

Contact Details

Notes

Biography/Historical Note

Profession notice - Business partnership announced Bloomfield, Owen and Morgan. Page 5 Advertisements Column 6, New Zealand Herald, Volume LXVI, Issue 20306, 13 July 1929. Retrieved from...

Related Agents

External Documents

Rights Statements

Where projects were attributed to several architects and no evidence of a formal partnership could be found, it was presumed to be a collaboration. In this situation, multiple 'individual' agent entries were applied to the project. If evidence to prove otherwise is found later this can be easily edited and a 'corporate entity' agent created.

It was also common for several architects' names to be applied to some project records because the project was an alteration or addition to an existing building. Copies of the original architect's drawings would have been obtained to inform the subsequent work.

Appendix 5 - Project drawing record

ArchivesSpace staff view of a typical project drawing entry.

Hallenstein Brothers Ltd. Cameron Street building alterations and additions., 1947-1952 ?

Archival Object

Basic Information ?

Title *	<input type="text" value="Hallenstein Brothers Ltd. Cameron Street building alterations and additions."/>
Ref ID	<input type="text" value="64671dee53f181ce59bb4bea0ff04b16"/>
Component Unique Identifier	<input type="text" value="047"/>
Level of Description *	<input type="text" value="Other Level"/>
Other Level *	<input type="text" value="Project"/>
Language	<input type="text"/>
Publish?	<input checked="" type="checkbox"/>
Restrictions Apply?	<input type="checkbox"/>
Repository Processing Note	<input type="text"/>

* Dates Add Date ?

Label *	<input type="text" value="Creation"/>	<input type="button" value="x"/>
Expression *	<input type="text" value="1947-1952"/>	
Type *	<input type="text" value="Inclusive Dates"/>	
Begin	<input type="text"/> e.g. YYYY, YYYY-MM, or YYYY-MM-DD	<input type="button" value="Calendar"/>
End	<input type="text"/> e.g. YYYY, YYYY-MM, or YYYY-MM-DD	<input type="button" value="Calendar"/>
Certainty	<input type="text"/>	
Era	<input type="text"/>	
Calendar	<input type="text"/>	

Extents

Add Extent

Portion *	Whole	✕
Number *	19	
Type *	Sheets	
Container Summary		
Physical Details	Plans, elevations, sections, details, sketches	
Dimensions		



Agent Links

Add Agent Link

Role *	Creator	✕
Title		
Relator	Architect	✕
Agent *	Morgan, Alfred P. (Alfred Percy)	✕
Role *	Creator	✕
Title		
Relator	Engineer	✕
Agent *	Hamilton, B. L. (Engineer)	✕

Subjects

Add Subject

Subject *	Retail stores	✕
------------------	---------------	---

Notes

Add Note

Apply Standard Note Order



Physical Facet

Expand

Graphite and ink on tracing paper; graphite, colour pencil and ink on paper; carbon paper transfer on tracing paper; diazo print on paper with colour pencil



Scope and Contents - Location

Expand

Cameron Street, Whangarei, Northland



Processing Information

Expand

Originally included 3 duplicate blueprints of B. L. Hamilton's structural detail drawings. Copy in best condition retained, 2 copies discarded.

Apply Standard Note Order

Add Note

External Documents

Add External Document

Rights Statements

Add Rights Statement

Instances

Add Instance

Add Digital Object



Type *

Graphic Materials

Collapse

Container 1
Type

plan-cabinet

Container 1
Indicator

30

Container 1
Barcode

Container 2
Type

drawer

Container 2
Indicator

H

Container 3
Type

Folder

Container 3
Indicator

8

Container
Extent *

Container
Extent Type *

Locations

Add Location

Add Instance

Add Digital Object

Save Archival Object

Revert Changes

Appendix 6 - Finding aid

This section includes two different versions of the finding aid for the 'Alfred P. Morgan architectural drawings and papers'. These have been produced using two different stylesheets to generate HTML documents. Screenshots of these documents have been copied and inserted into this project.

The first finding aid (pp.74-103) has been generated using the standard stylesheet as used by UoA Library Special Collections. This version exhibits the problems listed in the 'ArchivesSpace and the AA' section.

The second version of the finding aid (pp.104-125) has been produced using the partially complete specialised stylesheet which is under production for the AA. Some of the modifications required have been implemented. The changes are particularly apparent in how the office and project records are displayed.

The final section (pp.126-130) shows selected parts of the finding aid which have been manually produced. These illustrate how it is anticipated that the specialised stylesheet, when complete, will generate and display the finding aid.



Architecture Archive

Inventory of the Alfred P. Morgan architectural drawings and papers.
Arch 2016/4

SUMMARY INFORMATION

Repository

Architecture Archive

Title

Alfred P. Morgan architectural drawings and papers.

Call number

Arch 2016/4

Date [inclusive]

1920s-1953

Extent

11 metres

Language

English

Preferred Citation

Alfred P. Morgan architectural drawings and papers. 1920s-1953. Arch 2016/4.
Architecture Archive, University of Auckland Library.

[Return to Table of Contents »](#)

ADMINISTRATIVE INFORMATION

Publication Information

Finding aid prepared by:

Sarah Cox

Building 423, Level 2, Conference Centre

22 Symonds Street

Private Bag 92019

Auckland 1142

architecturearchive@auckland.ac.nz

Website: [Special Collections](#)



The University of Auckland Libraries and Learning Services

Conditions Governing Access

Not restricted

Custodial History

Alfred P. Morgan's papers are believed to have been passed to Whangarei architect Robert (Barney) Finch after Morgan's death in 1953. Finch's and Morgan's papers are likely to have

come into architect Kelvin Grant's possession either around the time of Finch's retirement in the late 1970s, or after his death in 1981. Morgan's, Finch's and Grant's papers were donated to the Architecture Archive in 2009, following Grant's death in 2008.

Immediate Source of Acquisition

Donated by Dr Valerie Grant 2009

[Return to Table of Contents »](#)

BIOGRAPHICAL / HISTORICAL

Alfred Percy Morgan was born in London, United Kingdom, in 1893. He moved with his family to New Zealand aged 10 and attended Christ's College, Christchurch, from 1905-1909.

In 1910 he was articled to the Christchurch architect A. H. Fielder and studied architectural and structural engineering at Canterbury College.

Morgan then moved to Auckland and worked as senior draftsman for Wilson and Moodie Architects and studied at Auckland Technical College. In 1912 his studies included 'Building construction' and 'History of architecture'. Around this time, he was a member of the Auckland Architectural Students' Association and won several of their competitions. He later went into practice with Horace Massey and Joseph Owen, both of whom were also members.

During World War I he served with the Royal New Zealand Army Medical Corps and attained the rank of sergeant. After the war, he was awarded a three year New Zealand Expeditionary Forces scholarship to continue his studies at the Architectural Association School of Architecture in London. He obtained the degree of Associate of the Royal Institute of British Architects in 1920.

While in London he collaborated with Massey on several projects. As Massey, Morgan and Shearley they entered the *Daily Mail* Ideal Bungalow Competition. Massey and Morgan collaborated again on a project at Hanworth Park garden suburb, London.

In the early 1920s Morgan returned to New Zealand and worked in Auckland with Massey, in the partnership of Massey, Morgan, Hyland and Phillips. He later entered the partnership Bloomfield, Owen and Morgan, followed by Owen and Morgan.

From 1923 onwards he was based in Whangarei. Over the course of his career he was responsible for a considerable volume of projects in the Northland region. This includes the NZIA gold medal award winning Whangarei Public Library, in collaboration with Massey, and numerous projects for Whangarei Hospital Board, the District Public Trustee, National Bank, Bank of New Zealand, Whangarei Girls' High School and private clients.

Morgan married Gwendolyn Mary Hosking of Whangarei in 1931 and they had two sons, Richard and David. He died in Whangarei on 17 February 1953, aged 60.

References:

Auckland Technical College. (1912, December 23). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19121223.2>.

Francis, K. S. (2006). Temperate modernity: The Whangarei architecture of Alfred Morgan in the 1930s. In McCarthy, C. (ed.) *Pleasing Homogeneity, Dull Times, and Animated Cocktails: New Zealand Architecture in the 1930s: A One Day Symposium*, (pp. 25-31). Wellington: Victoria University of Wellington, Centre for Building Performance Research.

Morgan, A. P. (1924, March 5). [Letter of application to Auckland Education Board for post of Architect to the Board]. Alfred P. Morgan architectural drawings and papers (Arch 2016/4/111). Architecture Archive, University of Auckland Library, Auckland.

Morgan, A. P. (1935, December 22). [Letter of application to North Auckland Power Board for post of Architect to the Board]. Alfred P. Morgan architectural drawings and papers (Arch 2016/4/112). Architecture Archive, University of Auckland Library, Auckland.

New Zealand Institute of Architects. (1953). Obituaries. *Journal of the New Zealand Institute of Architects*, 20(3), xv.

Our ninth competition. (1912). *Progress*, 8(1). Retrieved from <http://paperspast.natlib.govt.nz/periodicals/P19120901.2.16>

Sheppard, F. (n.d.) Alfred Percy Morgan file [Clippings file] Sheppard Collection, (M847a) Architecture and Planning Library, University of Auckland, Auckland, New Zealand.

Technical College. (1912, December 23). *Auckland Star*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/AS19121223.2.60>

[Return to Table of Contents »](#)

CONTENT DESCRIPTION

The collection predominantly consists of project records, particularly architectural drawings. Also included are specifications, a project list, correspondence and reference files of detail drawings. Records relate to Morgan's work as a sole practitioner, and his work in the architectural practices of Bloomfield, Owen and Morgan; Owen and Morgan; Massey, Morgan, Hyland and Phillips; Morgan and Massey. Drawings by other architects such as R. A. Lippincott, Daniel B. Patterson, and W. J. T Godwin are also included.

[Return to Table of Contents »](#)

ARRANGEMENT

Alfred P. Morgan's papers are arranged into three series: 'professional papers', 'office records' and 'project records'.

[Return to Table of Contents »](#)

RELATED MATERIALS

Related Materials

Other materials relating to Alfred P. Morgan can be found in the Architecture Archive in the W. S. R. Bloomfield and Horace L. Massey Collections.

[Return to Table of Contents »](#)

CONTROLLED ACCESS HEADINGS

Personal Name(s)

- Grant, Valerie J., 1937-

[Return to Table of Contents »](#)

COLLECTION INVENTORY

Series 1 Professional papers. 0.01 metres		BOX	FOLDER
Arrangement		1	1
Professional papers are arranged into two sub-series: 'letters of reference' and 'letters of application'. Items are arranged chronologically within each sub-series.			
Sub-series	Letters of reference.	1923-4, 1935	
1/1			
104	Reference from L.C.H. Sparrow, Engineer Manager, Electrical Department, Devonport.	Probably 1923	
105	Reference from Wilson & Moodie.	1923	

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

106	Reference from Horace L. Massey, Massey, Hyland, and Phillips Architects.	1924
107	Reference from Thomas Lamont, Mayor of Devonport.	1924
108	Reference from W. Jones, Mayor of Whangarei.	1935
109	Reference from D. O'Donoghue, District Public Trustee, Public Trust Office, Whangarei.	1935
110	Reference from H. L. Gunn, Secretary, Whangarei Racing Club.	1935
Sub-series 1/2	Letters of application.	1924, 1935
111	Application to Auckland Education Board for post of Architect to the Board.	1924
112	Application to North Auckland Power Board for post of Architect to the Board.	1935

[Return to Table of Contents »](#)

Series 2 Office records.

Sub-series 2/1 Detail reference drawings. 1920s-1953 Drawings in this sub-series are predominantly graphite on tracing paper.

Files contain detail drawings of specific design features. Drawings relate to assorted projects and appear to have been compiled to serve as reference files. There is overlap in the content of some files, e.g. leadlights, windows and glass. Many drawings are unidentified and undated. Some files of drawings are bound into volumes with hand titled covers. Others consist of loose sheets. Identification of individual projects may be possible with further research. The date range of all files in this sub-series is presumed to cover Morgan's entire post World War I career in New Zealand, from early 1920s-1953. Drawings by other architects are also included.

		DRAWER	FOLDER	PLAN-CABINET
103	Cupboards, counters, seats, tables and other interior furniture. 56 Sheets Details	C	4	55

Controlled Access Headings

Corporate Name(s)

- Crichton, McKay and Haughton (Firm)
- Massey, Morgan & Shearley (Firm)

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Massey, Horace L.

096	Doors, including exterior and internal. 54 Sheets Details	J	5-6	30
-----	--	---	-----	----

Controlled Access Headings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

101	Exterior details including signage lettering, exterior grills, tank stands, lamps and gates. 87 Sheets Details	C	1-2	55
-----	---	---	-----	----

Controlled Access Headings

Personal Name(s)

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
100	Fireplaces. 78 Sheets Details	J	10	30
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
098	Glass, predominantly sand blasted designs. 29 Sheets Details	J	8	30
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
093	Leadlights. 9 Sheets Details	J	2	30
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
095	Partitions including kitchen cupboards, office screening, shelving, shop fittings and wall paneling. 53 Sheets Details	J	4	30
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
094	Plaster details including ceilings and cornices. 43 Sheets Details	J	3	30
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
102	Shop fronts, commercial building exteriors and entrances. 14 Sheets Details	C	3	55
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
097	Stairs. 27 Sheets Details	J	7	30
	Controlled Access Headings			
	Personal Name(s)			
	<ul style="list-style-type: none">• Morgan, Alfred P. (Alfred Percy)			
099	Windows. 65 Sheets Details	J	9	30
	Controlled Access Headings			

Corporate Name(s)

- Bloomfield, Owen & Morgan (Firm)
- Owen & Morgan (Firm)
- Crichton, McKay and Haughton (Firm)

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Lippincott, Roy Alstan
- Walker, Lewis M. (Architect)
- Massey, Horace L.

[Return to Table of Contents »](#)

Series 3 Project records.**Arrangement**

Project records are arranged in three sub-series: 'project lists', 'project files' and 'project drawings'. This arrangement reflects the original order of the collection which was probably largely informed by the physical size disparity of the records and their differing storage requirements. Records relating to specific projects may be found in both the 'project files' and the 'project drawings' sub-series.

Sub-series 3/1 Project lists. 0.01 metres

		BOX	FOLDER
081	Indexed notebook titled 'A. P. Morgan's projects'.	1	2

Scope and Contents

Alfred P. Morgan's projects are listed alphabetically by client/ project name in the indexed notebook.

Custodial History

This list was probably produced by Robert Finch (or in his office) when he became custodian of Morgan's papers. Similar notebooks relating to Finch's own work are included in his papers.

Arrangement

The notebook has been included with Morgan's papers, rather than Robert Finch's papers, as it will be of most use with the relevant collection.

Sub-series 3/2 Project files. 0.12 metres

The 'project file' sub-series consists of correspondence, notes, reports, specifications, contracts and other items which relate to a specific project.

Arrangement

The 'project file' sub-series is arranged alphabetically by project title. The original order of these records could not be determined. Morgan did not assign job numbers.

			BOX	FOLDER
092	Cameron Street building for the District Public Trustee.	1925	1	10

Location

Cameron Street, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

090	Cinema at Paihia for Messrs Dyke and Bedggood.	undated	1	8
-----	--	---------	---	---

Location

Paihia, Bay of Islands, Northland

Controlled Access Headings**Function(s)**

- Theatres

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

088	Factory on James Street for The Simons Proprietary Ltd.	1931	1	7
-----	---	------	---	---

Location

James Street, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Factories

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

083	Hanworth Park semi detached houses for Hanworth Public Utility Society.	1921	1	3
-----	---	------	---	---

Location

Hanworth Park, Feltham, Middlesex, United Kingdom

Controlled Access Headings**Corporate Name(s)**

- Massey, Morgan & Shearley (Firm)

Function(s)

- Houses

084	House and kitchen offices for Mrs Charles Greenlaw specification annotated with specification details for a house for Henry Sherwood.	1921	1	3
-----	---	------	---	---

Location

Sheen Lane, near Richmond, Surrey, United Kingdom

Location

South Hill Avenue, Harrow-on-the-Hill, United Kingdom

Scope and Contents

This document includes information relating to two separate projects in two different locations. The original specification has been annotated with details relating to a second project.

Controlled Access Headings**Corporate Name(s)**

- Kindell & Shearley (Firm)

Function(s)

- Houses

085	Methodist Theological College competition for the Methodist Church of New Zealand.	1925	1	4
-----	--	------	---	---

Location

Corner Grafton Road and Carlton Gore Road, Grafton, Auckland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

Function(s)

- Group dwellings

	<ul style="list-style-type: none"> • Religious buildings • Houses 			
087	National Bank of New Zealand at Waipu.	1923	1	6
	Location			
	Main Road, Waipu, Northland			
	Controlled Access Headings			
	Function(s)			
	<ul style="list-style-type: none"> • Banks 			
	Personal Name(s)			
	<ul style="list-style-type: none"> • Hammond, Horace 			
089	Residence at Tainui Road, Devonport.	1947	1	11
	Location			
	Tainui Road, Devonport, Auckland			
	Controlled Access Headings			
	Function(s)			
	<ul style="list-style-type: none"> • Houses 			
	Personal Name(s)			
	<ul style="list-style-type: none"> • Morgan, Alfred P. (Alfred Percy) 			
082	Residence for Miss Hulda Symons at Kingston Gorse.	1922	1	3
	Location			
	Kingston Gorse, Angmering, Sussex, United Kingdom			
	Controlled Access Headings			
	Corporate Name(s)			
	<ul style="list-style-type: none"> • Massey, Morgan & Shearley (Firm) 			
	Function(s)			
	<ul style="list-style-type: none"> • Houses 			
086	Returned Services' Association (R.S.A.) clubrooms Whangarei.	1949	1	5
	Location			
	Rust Lane, Whangarei, Northland			
	Controlled Access Headings			
	Function(s)			
	<ul style="list-style-type: none"> • Clubhouses 			
	Personal Name(s)			
	<ul style="list-style-type: none"> • Morgan, Alfred P. (Alfred Percy) • Hamilton, B. L. (Engineer) 			
091	Roman Catholic Church, Bank Street, Whangarei.	1927	1	9
	Location			
	Bank Street, Whangarei, Auckland			
	Controlled Access Headings			
	Corporate Name(s)			
	<ul style="list-style-type: none"> • Owen & Morgan (Firm) 			
	Function(s)			

- Religious buildings

Sub-series 3/3 Project drawings.

Many project drawings are undated.

Arrangement

The 'project drawings' sub-series is arranged alphabetically by project title. The original order of these records could not be determined. Morgan did not assign job numbers.

Processing Information

Multiple copies have been removed from this sub-series. The copy in the best condition has been selected and retained. Any projects affected are identified individually and exact details noted. NB: Copies with annotations are considered to be originals in their own right and are retained, as are all original drawings irrespective of condition.

			DRAWER	FOLDER	PLAN- CABINET
031	Avondale Masonic Hall alterations and plaster work. 1 sheet Elevations, details Blueprint on paper	1924	H	2	30

Location

Rosebank Road, Avondale, Auckland

Controlled Access Headings

Corporate Name(s)

- Owen & Morgan (Firm)

Function(s)

- Masonic buildings

Personal Name(s)

- Owen, R. B.

040	Bach extension at Langs Beach for Brian Crawford. 1 sheet Plans, elevations, section Blueprint on paper with graphite and ink.	1945	G	3	30
-----	---	------	---	---	----

Location

Langs Beach, Northland

Controlled Access Headings

Function(s)

- Baches

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

073	Bank of New Zealand Kaitaia. 11 Sheets Plans, elevations, sections, details Graphite, ink and colour pencil on tracing paper; diazo print on paper	1945-1947	I	12	30
-----	---	-----------	---	----	----

Location

Kaitaia, Northland

Controlled Access Headings

Function(s)

- Banks

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

008	Block of eight flats in Bank Street. 2 Sheets Plans, elevations Graphite and watercolour on paper	1934	G	5	30
-----	--	------	---	---	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings

Function(s)

- Multiple dwellings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

077	Bungalow proposal. 1 sheet Plans, elevation Electrostatic transfer(?) on paper	1920s	I	13	30
-----	---	-------	---	----	----

Location

United Kingdom

Controlled Access Headings

Corporate Name(s)

- Massey, Morgan & Shearley (Firm)

Function(s)

- Houses

022	Cenotaph, possibly Auckland. 1 sheet Elevations Diazo print on paper	undated	G	10	30
-----	---	---------	---	----	----

Location

Auckland (?)

Controlled Access Headings

Function(s)

- Memorials

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

051	Central service and parking station. 1 sheet Plans, elevations, sections, details Ink on linen	probably 1920s	H	9	30
-----	---	----------------	---	---	----

Location

James Street, Whangarei, Northland

Controlled Access Headings

Corporate Name(s)

- Bloomfield, Owen & Morgan (Firm)

Function(s)

- Service stations

059	Children's home at Tikipunga. 3 Sheets Plan, elevations, sections, details Ink on tracing paper, graphite on tracing paper	1938-9	H	13	30
-----	---	--------	---	----	----

Location

Tikipunga, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Orphanages

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

060	Cinema at Paihia for Messrs Dyke and Bedggood. 25 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; diazo prints on paper; blueprints on paper	1947-1951	H	14	30
-----	--	-----------	---	----	----

Location

Paihia, Northland

Controlled Access Headings**Function(s)**

- Theatres

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Hamilton, B. L. (Engineer)

029	Coronation building alterations and additions for Mr Wilkinson. 2 Sheets Plans, elevations, sections, details Graphite and watercolour on paper; diazo print on linen	undated	G	16	30
-----	--	---------	---	----	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

Function(s)

- Retail stores

074	<i>Daily Mail</i> 'Ideal Bungalow' competition entry. 2 Sheets Plans, elevations, sections, details, perspective drawings, sketches Ink on paper	approximately 1920	I	13	30
-----	---	--------------------	---	----	----

Location

United Kingdom

Controlled Access Headings**Function(s)**

- Houses
- Competition entries

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Massey, Horace L.

075	<i>Daily Mail</i> 'Labour Saving	approximately	I	13	30
-----	----------------------------------	---------------	---	----	----

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

House' competition entry. 1920
1 sheet Plans, elevations,
sections, perspective
drawings Electrostatic transfer
(?) on paper

Location

United Kingdom

Controlled Access Headings

Corporate Name(s)

- Massey, Morgan & Shearley (Firm)

Function(s)

- Houses
- Competition entries

034 Doctor's residence fireplace and porch details. 1947 H 3 30
2 Sheets Details Graphite on tracing paper

Location

Whangarei, Northland

Controlled Access Headings

Function(s)

- Houses

062 Druids' Hall Whangarei. 1945-1947 I 2 30
4 Sheets Plans, elevations, sections Graphite and ink on tracing paper; diazo print on paper with colour pencil

Location

Whangarei, Northland

Controlled Access Headings

Function(s)

- Clubhouses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

020 Duke of Marlborough Hotel alterations for Messrs Hancock & Co. undated G 9 30
8 Sheets Plans, elevations, sections, details Graphite and watercolour on paper; diazo print on paper with watercolour and graphite; diazo print on linen with watercolour and graphite

Location

The Strand, Russell, Bay of Islands, Northland

Controlled Access Headings

Corporate Name(s)

- Bloomfield, Owen & Morgan (Firm)

Function(s)

- Hotels

001 Factory for Messrs Gardner and 1944-1946 G 1 30

Burke.

7 Sheets Plans, elevations, sections, details Graphite and ink on tracing paper

Location

James Street, Whangarei, Northland

Controlled Access Headings

Function(s)

- Factories

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

030	Factory in Maunu Road Whangarei and subsequent alterations, for C. L. Innes and Company Ltd. Auckland. 11 Sheets Plans, elevations, sections, details. Ink on linen; diazo print; ink on tracing paper; graphite and colour pencil on tracing paper	1937, 1950	H	1	30
-----	--	------------	---	---	----

Location

Maunu Road, Whangarei, Northland

Controlled Access Headings

Function(s)

- Factories

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

052	Filling station on the corner of Otaika and Maunu Roads. 1 sheet Plans, elevations, sections, details Ink on linen	1929	G	9	30
-----	---	------	---	---	----

Location

Corner of Otaika and Maunu Roads, Whangarei, Northland

Controlled Access Headings

Corporate Name(s)

- Bloomfield, Owen & Morgan (Firm)

Function(s)

- Service stations

047	Hallenstein Brothers Ltd. Cameron Street building alterations and additions. 19 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; graphite, colour pencil and ink on paper; carbon paper transfer on tracing paper; diazo print on paper with colour pencil	1947-1952	H	8	30
-----	---	-----------	---	---	----

Location

Cameron Street, Whangarei, Northland

Processing Information

Originally included 3 duplicate blueprints of B. L. Hamilton's structural detail drawings. Copy in best condition retained, 2 copies discarded.

Controlled Access Headings**Function(s)**

- Retail stores

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Hamilton, B. L. (Engineer)

026	Hardie Brothers' office building. 9 Sheets Plans, elevations, sections, details Graphite and ink on tracing paper; ink on linen; carbon paper transfer print on paper	1938-1941	G	13	30
-----	--	-----------	---	----	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Office Buildings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

009	Hotel at Aratapu for the Trustees of the Foley Estate. 1 sheet Plans, elevations, sections Blueprint on paper	undated	G	6	30
-----	--	---------	---	---	----

Location

Aratapu, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

010	Hotel at Okaihau for Patrick Chaplin. 2 Sheets Plans Graphite on tracing paper; graphite on carbon paper transfer print on tracing paper	1951	G	6	30
-----	---	------	---	---	----

Location

Okaihau, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

011	Hotel at Paparoa for Ian Ashcroft. 2 Sheets Plans Graphite on tracing paper; graphite on carbon paper transfer print on tracing paper	1951	G	6	30
-----	--	------	---	---	----

Location

Paparoa, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

014	Hotel at Ruawai for R. A. Powell. 1 sheet Plan Graphite on tracing paper	undated	G	6	30
-----	---	---------	---	---	----

Location

Ruawai, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

013	Hotel at Ruawai for Mr. McCormack. 1 sheet Plan Carbon paper transfer print on tracing paper	undated	G	6	30
-----	---	---------	---	---	----

Location

Ruawai, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

012	Hotel at Ruawai for T. F. Hodges. 1 sheet Plan Diazo print on paper	1954	G	6	30
-----	--	------	---	---	----

Location

Ruawai, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Haysom, L. Harrison (Leslie Harrison)

016	Hotel at Ruawai site plan. 1 sheet plan Ink on diazo print	1964	G	6	30
-----	---	------	---	---	----

Location

Ruawai, Northland

Custodial History

Item dated after the death of Alfred Morgan. This indicates that a subsequent custodian has consulted and added to the file, probably Robert Finch.

Controlled Access Headings**Function(s)**

- Hotels

015	Hotel at Waipu. 2 Sheets Plans Graphite on tracing paper	1951	G	6	30
-----	---	------	---	---	----

Location

Waipu, Northland

Controlled Access Headings**Function(s)**

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

017	Hotel in an unidentified location. 3 Sheets Elevations Graphite and colour pencil on tracing paper	undated	G	6	30
-----	---	---------	---	---	----

Controlled Access Headings**Function(s)**

- Hotels

045	J. W. Court Ltd. store. 41 Sheets Plans, elevations, sections, details Ink on linen; graphite and ink on tracing paper; diazo print on paper with colour pencil	1940	H	6	30
-----	--	------	---	---	----

Location

Corner Cameron and Walton Streets, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Retail stores

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

061	Kaitaia Club. 1 sheet Plans, elevations, sections. details Graphite and ink on tracing paper, diazo print on paper with colour pencil	1945	G	4	30
-----	--	------	---	---	----

Location

Kaitaia, Northland

Controlled Access Headings**Function(s)**

- Clubhouses

055	Kia Ora Motors Ltd. alterations. 2 Sheets Plans, elevations Graphite on tracing paper; blueprint on paper with graphite	1936	H	11	30
-----	--	------	---	----	----

Location

Whangarei, Northland.

Controlled Access Headings

Function(s)

- Retail stores

003	Majestic theatre, shops and offices for Majestic Buildings Ltd. 25 Sheets Plans, elevations, sections, details, sketches Diazo print on linen with ink and watercolour; graphite, ink, colour pencil and watercolour on paper; diazo print on paper with ink; blueprint on paper	approximately 1929	G	3	30
-----	---	--------------------	---	---	----

Location

Cameron Street, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Bloomfield, Owen & Morgan (Firm)

Function(s)

- Theatres
- Office Buildings
- Retail stores

Personal Name(s)

- Patterson, Daniel Boys, 1880-1962 (New Zealander architect)
- Bloomfield, W. S. R. (William Swanston Reed)

067	Mangonui/ Kaitaia Hospital alterations, including nurses' home and future development plan, for Mangonui Hospital Board. 35 Sheets Plans, elevations, sections, details, sketches Blueprints on paper with graphite; graphite, colour pencil and ink on tracing paper; diazo print on paper with graphite and colour pencil	1936-1945	I	7	30
-----	--	-----------	---	---	----

Location

Mangonui, Northland

Location

Kaitaia, Northland

Controlled Access Headings**Function(s)**

- Hospitals
- Group dwellings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

066	Maungakaremea Community Hall, including a war memorial tablet. 23 Sheets Plans, elevations, sections, details, perspective drawings, sketches Blueprint on paper with colour pencil; diazo print on paper with graphite, pastel, colour pencil and paint; graphite and ink on tracing paper	1951-1953	I	6	30
-----	--	-----------	---	---	----

Location

Maungakaramea, Northland

Processing Information

Originally 2 duplicate blueprints copies of 'site plan'. Copy in best condition retained, additional copy discarded.

Controlled Access Headings**Function(s)**

- Community centres
- Memorials

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Godwin, W. J. T. (Architect)

079	National Bank of New Zealand Waipu manager's residence. 2 Sheets Plans, elevations, sections, details Ink on linen	1936	I	14	30
-----	---	------	---	----	----

Location

Waipu, Northland

Controlled Access Headings**Function(s)**

- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

078	National Bank of New Zealand Whangarei alterations. 8 Sheets Plans, details Ink on linen; graphite and ink on tracing paper; diazo print on paper with colour pencil	probably 1930s; 1952	I	14	30
-----	---	-------------------------	---	----	----

Location

Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Bloomfield, Owen & Morgan (Firm)

Function(s)

- Banks

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Godwin, W. J. T. (Architect)

056	National Electrical and Engineering Company Ltd. Rathbone Street premises alterations. 1 sheet Plans, elevations, sections, details Diazo print on linen with watercolour, graphite and ink	approximately 1926	H	11	30
-----	--	-----------------------	---	----	----

Location

Rathbone Street, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

Function(s)

- Commercial buildings

054	New Zealand Portland Cement Company Ltd. buildings including men's utility building, dining room, staff quarters and offices for Messrs Wilson. 21 Sheets Plans, elevations, sections, details Blueprint on paper with graphite and ink; graphite and ink on tracing paper; diazo print on paper with colour pencil	1938-1945	H	10	30
-----	--	-----------	---	----	----

Location

Portland, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Factories
- Office Buildings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

002	New Zealand Portland Cement Company Ltd. offices. 3 Sheets Plans, elevations, sections, details Diazo print on paper with colour pencil; ink on linen; graphite and colour pencil on paper	1938	G	2	30
-----	---	------	---	---	----

Location

Portland, Whangarei, Northland

Processing Information

Originally 3 duplicate diazo prints of 'Drawing 1'. Copy in best condition retained, 2 copies discarded.

Controlled Access Headings**Function(s)**

- Office Buildings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

053	Northern Motor Bus Company Ltd. terminal station. 6 Sheets Plans, elevations, sections, details Graphite, ink and pastel on tracing paper	1944	H	9	30
-----	--	------	---	---	----

Location

Whangarei, Northland

Controlled Access Headings**Function(s)**

- Transportation buildings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

043	Opononi Hotel proposed modernisation. 14 Sheets Plans, elevations,	1952	H	4	30
-----	---	------	---	---	----

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.20164

sections, details,
sketches Graphite and ink on
tracing paper; graphite on
paper; blueprint on paper;
diaz print on paper

Location

Opononi, Northland

Controlled Access Headings

Function(s)

- Hotels

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

048	Paine's Motors Ltd. showroom. 1 sheet Plan, elevation Graphite and colour pencil on tracing paper	undated	H	9	30
-----	--	---------	---	---	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings

Function(s)

- Retail stores

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

021	Parahaki war memorial and memorial community centre. 24 Sheets Plans, sections, details, perspective drawings, sketches Watercolour and colour pencil on diazo print on paper; graphite on tracing paper; graphite and pastel on tracing paper; graphite and colour pencil on tracing paper	approximately 1952	G	10	30
-----	--	-----------------------	---	----	----

Location

Parahaki, Whangarei, Northland

Controlled Access Headings

Function(s)

- Community centres
- Memorials

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Fraser, W. M. (Engineer)

006	Plunket nurse, dental clinic and rest room building. 1 sheet Plans, elevation Graphite and watercolour on paper	undated	G	5	30
-----	---	---------	---	---	----

Location

Whangarei, Northland

Controlled Access Headings

Corporate Name(s)

- Owen & Morgan (Firm)

Function(s)

file:///C:/Users/scox0071/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-23-default-style.... 20/30

- Medical centres
- Rest rooms

023	Regent Theatre Whangarei. 16 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; carbon paper transfer print on paper with graphite; diazo print on paper; blueprints	1930, 1945	G	11	30
-----	---	------------	---	----	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Bloomfield, Owen & Morgan (Firm)

Function(s)

- Theatres

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

019	Residence alterations for Mrs A. P. Morgan. 8 Sheets Plans, elevations, sections, details Blueprint on paper with graphite; graphite on tracing paper	1949	G	8	30
-----	--	------	---	---	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

041	Residence for C. B. Clifford in Kawakawa. 1 sheet Plan, elevations Blueprint on paper	undated	H	3	30
-----	--	---------	---	---	----

Location

Kawakawa, Northland

Controlled Access Headings**Function(s)**

- Houses

037	Residence for Ian Carr at Kamo. 3 Sheets Plans, elevations Graphite and colour pencil on tracing paper; blueprint on paper with graphite	1939	H	3	30
-----	---	------	---	---	----

Location

Kamo, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

038	Residence for Hugh Carruth. 3 Sheets Plans, elevations, sections, details Graphite and watercolour on tracing paper; blueprint on paper with graphite and ink; diazo print on linen with graphite and ink	undated	H	3	30
-----	--	---------	---	---	----

Location

Puriri Park Estate, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

Function(s)

- Houses

033	Residence for Mr A. S. Cookson. 2 Sheets Plan, elevations, section Graphite and ink on tracing paper	1946	H	3	30
-----	---	------	---	---	----

Location**Controlled Access Headings****Function(s)**

- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

035	Residence for Mrs A. A. Dallas. 1 sheet Plans, elevations, sections, details Graphite and ink on tracing paper	1942	H	3	30
-----	---	------	---	---	----

Location

Bedlington Street, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

042	Residence for Mr Day in Kaikohe. 1 sheet Plans, elevations, sections, details Blueprint on paper	1952	H	3	30
-----	---	------	---	---	----

Location

Wihongi Street, Kaikohe, Northland

Controlled Access Headings**Function(s)**

- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

039	Residence for W. Dwyer. 1 sheet Plan, elevations, section Blueprint on paper with graphite	1938	H	3	30
-----	---	------	---	---	----

Location

Princes Street, Kensington, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Houses

Personal Name(s)

- Vankwick, H. J. (Architect)

046	Residence for R. G. Hosking including garden layout. 18 Sheets Plans, elevations, sections, details, perspective drawing Graphite and watercolour on paper; graphite and ink on tracing paper; graphite and colour pencil on paper; diazo print on paper with watercolour; ink on linen; blueprint on paper with ink.	1941-1944	G	7	30
-----	---	-----------	---	---	----

Location

Parahaki Street, Regent, Whangarei, Northland

Location

Kamo Road, Kamo, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Houses
- Gardens
- Garden structures

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Massey, Horace L.

036	Residence in brick for builder William Dudley. 2 Sheets Plan, elevations, section Graphite on tracing paper	undated	H	3	30
-----	---	---------	---	---	----

Controlled Access Headings**Function(s)**

- Houses

007	Residences proposed for Whangarei. 2 Sheets Plans, elevations Graphite and watercolour on paper	probably 1930s	G	5	30
-----	---	----------------	---	---	----

Location

Whangarei, Northland

Controlled Access Headings**Function(s)**

- Houses

027	Returned Services' Association (R.S.A.) clubrooms Whangarei. 8 Sheets Plans, elevations, sections, details, perspective drawings, sketches Graphite on tracing paper; Photostat on paper	1949	G	14	30
-----	---	------	---	----	----

Location

Rust Avenue and Lovers Lane, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Clubhouses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

063	Roman Catholic Church Bank Street Whangarei. 18 Sheets Plans, elevations, sections, details, sketches Graphite on tracing paper; blueprint on paper; diazo print on linen with watercolour, graphite and ink; diazo print on paper	1920s, 1948	I	3	30
-----	---	-------------	---	---	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

Function(s)

- Religious buildings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

025	Saleyards at Kaikohe for Associated Auctioneers. 1 sheet Plans, elevations, sections Ink on tracing paper	1945	G	12	30
-----	--	------	---	----	----

Location

Mangakahia Road, Kaikohe, Northland

Controlled Access Headings**Function(s)**

- Agricultural structures

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

044	School bus for Colin Clarke. 1 sheet Plan, elevations, section Ink on tracing paper	1942	H	5	30
-----	--	------	---	---	----

Location

Maromaku, Northland

Controlled Access Headings**Function(s)**

- Vehicles

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

050	Service station and garage building, corner of Bank and Water Streets. 2 Sheets Plan, elevation, sections, details Ink on linen	1933	H	9	30
-----	--	------	---	---	----

Location

Corner of Bank and Waters Streets, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Service stations

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

004	Shop and offices for John Hoskins. 6 Sheets Plans, elevations, sections, details Ink and graphite on tracing paper, diazo print on paper with colour pencil.	1946-1947	G	4	30
-----	---	-----------	---	---	----

Location

Kaitaia, Northland

Controlled Access Headings**Function(s)**

- Office Buildings
- Retail stores

018	Shops and offices for Norman Harrison. 8 Sheets Graphite and ink on tracing paper; diazo print on paper with ink and pastel	1952	G	7	30
-----	--	------	---	---	----

Location

Maunu Road, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Retail stores
- Houses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

080	Streetscape, probably in London. 1 sheet Perspective drawing Ink on tracing paper mounted on paper	probably 1920s	J	1	30
-----	---	----------------	---	---	----

Location

London, United Kingdom (?)

Conditions Governing Use

Very fragile condition. Photography or non-contact scanning only for copy requests.

Controlled Access Headings**Function(s)**

- Streetscapes

028	Tainui Road flats renovations for Mrs A. Morgan (Senior). 4 Sheets Plans, elevations, details Graphite on tracing paper; diazo print on paper; blueprint on paper	1947-1948	G	15	30
-----	--	-----------	---	----	----

Location

Tainui Road, Devonport, Auckland

Controlled Access Headings**Function(s)**

- Multiple dwellings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

070	Te Kopuru nurses' home additions for Kaipara Hospital Board. 1 sheet Plans, elevations, sections Ink on linen	1937	I	9	30
-----	--	------	---	---	----

Location

Te Kopuru, Northland

Controlled Access Headings**Function(s)**

- Group dwellings
- Hospitals

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

005	Unidentified block of flats. 1 sheet Plan, elevation Graphite and watercolour on paper	undated	G	5	30
-----	---	---------	---	---	----

Controlled Access Headings**Function(s)**

- Multiple dwellings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

076	Unidentified house with a bay window located in a garden with a pond. 1 sheet Perspective drawing Graphite and watercolour on paper	probably 1920s	I	13	30
-----	--	----------------	---	----	----

Location

United Kingdom (?)

Controlled Access Headings**Function(s)**

- Houses

049	Unidentified premises on Walton and Vine Streets, possibly a motor showroom. 1 sheet Plan, elevations,	undated	H	9	30
-----	---	---------	---	---	----

detail Blueprint on paper

Location

Corner of Walton and Vine Streets. Whangarei, Northland

Controlled Access Headings**Function(s)**

- Retail stores
- Commercial buildings

057	Verandah for F. W. Reed's building. 1 sheet Plans, elevations, sections, details Blueprint on paper	1944	H	11	30
-----	--	------	---	----	----

Location

Bank Street, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Commercial buildings

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

072	Whangarei Girls' High School proposed extension. 22 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; blueprint on paper; diazo on linen with watercolour	1950-1953	I	11	30
-----	---	-----------	---	----	----

Location**Controlled Access Headings****Function(s)**

- Schools

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- Massey, Horace L.

058	Whangarei Golf Club, also known as Mt Denby Golf Club, proposed clubhouse alterations. 11 Sheets Plans, elevations, sections, details, sketches Graphite and watercolour on paper; ink on linen; graphite and ink on tracing paper	1948-9	H	12	30
-----	---	--------	---	----	----

Scope and Contents

Denby Crescent, Tikipunga, Whangarei, Northland

Processing Information

Six duplicate blueprint copies of drawing showing plan, elevations, and details (dated April 1949) discarded. Original ink on linen drawing retained.

Controlled Access Headings**Function(s)**

- Clubhouses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

071	Whangarei Hospital including general layout, maternity ward and general store, for Whangarei Hospital Board. 18 Sheets Plans, elevations, sections Blueprint on paper; graphite, ink and colour pencil on tracing paper; ink on linen; diazo print on paper with colour pencil	1909, 1937-1946	I	10	30
-----	---	-----------------	---	----	----

Location

Whangarei, Northland

Scope and Contents

File includes a copy of A.M. McLeod's 1909 proposed additions to the Whangarei Cottage Hospital.

Controlled Access Headings**Function(s)**

- Hospitals

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)
- McLeod, A. M. (Architect)

068	Whangarei nurses' home for Whangarei Hospital Board. 7 Sheets Plans, elevations, sections, details Diazo print on linen with watercolour, graphite and ink; blueprint on paper; ink on linen; graphite on tracing paper	1923	I	8	30
-----	--	------	---	---	----

Location

Whangarei, Northland

Processing Information

Originally 3 duplicate blueprint copies of structural details drawing. Copy in best condition retained, 2 copies discarded.

Controlled Access Headings**Corporate Name(s)**

- Massey, Morgan, Hyland and Phillips (Firm)

Function(s)

- Group dwellings
- Hospitals

069	Whangarei nurses' home alterations and additions for Whangarei Hospital Board. 21 Sheets Plans, elevations, sections, details Graphite, ink and colour pencil on tracing paper; blueprint on paper; diazo print on paper with colour pencil	1936-1943	I	9	30
-----	--	-----------	---	---	----

Location

Whangarei, Northland

Controlled Access Headings**Function(s)**

- Group dwellings
- Hospitals

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

064	Whangarei Public Library. 30 Sheets Plans, elevations, sections, details, sketches Diazo print on paper with watercolour and graphite; graphite and colour pencil on tracing paper; ink on linen	1935	I	4	30
-----	--	------	---	---	----

Location

Rust Avenue, Whangarei, Northland

Controlled Access Headings**Function(s)**

- Libraries

Personal Name(s)

- Massey, Horace L.
- Morgan, Alfred P. (Alfred Percy)

061	Whangarei Racing Club unfinished new scheme. 3 Sheets Plans, elevations Graphite and ink on tracing paper	1946	I	1	30
-----	---	------	---	---	----

Location

Whangarei, Northland

Scope and Contents

Note on original roll states "Proposed new scheme 1946 (not finished)".

Controlled Access Headings**Function(s)**

- Clubhouses

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

065	Whangarei Town Hall additions for the Whangarei Borough Council, also titled Public Library etc. extensions . 3 Sheets Plans, elevations, sections, details, sketches Ink on linen; diazo print on linen with watercolour; graphite and watercolour on tracing paper	undated	I	5	30
-----	--	---------	---	---	----

Location

Whangarei, Northland

Controlled Access Headings**Corporate Name(s)**

- Owen & Morgan (Firm)

Function(s)

- Libraries
- Municipal buildings

024	Wharf shed lavatory for Whangarei Harbour Board. 2 Sheets Plan, elevation, section Graphite on tracing paper	1947	G	12	30
-----	--	------	---	----	----

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Location

Whangarei, Northland

Controlled Access Headings

Function(s)

- Rest rooms

Personal Name(s)

- Morgan, Alfred P. (Alfred Percy)

[Return to Table of Contents »](#)



Architecture Archive

Inventory of the Alfred P. Morgan architectural drawings and papers.
Arch 2016/4

SUMMARY INFORMATION

Repository

Architecture Archive

Title

Alfred P. Morgan architectural drawings and papers.

Call number

Arch 2016/4

Date [inclusive]

1920s-1953

Extent

11 metres

Language

English

Preferred Citation

Alfred P. Morgan architectural drawings and papers. 1920s-1953. Arch 2016/4.
Architecture Archive, University of Auckland Library.

[Return to Table of Contents »](#)

ADMINISTRATIVE INFORMATION

Publication Information

Finding aid prepared by Sarah Cox, 2017.

Building 423, Level 2, Conference Centre

22 Symonds Street

Private Bag 92019

Auckland 1142

architecturearchive@auckland.ac.nz

Website: [Special Collections](#)



The University of Auckland Libraries and Learning Services

Not restricted

Alfred P. Morgan's papers are believed to have been passed to Whangarei architect Robert (Barney) Finch after Morgan's death in 1953. Finch's and Morgan's papers are likely to have come into architect Kelvin Grant's possession either around the time of Finch's retirement in the late 1970s, or after his death in 1981. Morgan's, Finch's and Grant's papers were donated to the Architecture Archive in 2009, following Grant's death in 2008.

Donated by Dr Valerie Grant 2009

[Return to Table of Contents »](#)

BIOGRAPHICAL / HISTORICAL

Alfred Percy Morgan was born in London, United Kingdom, in 1893. He moved with his family to New Zealand aged 10 and attended Christ's College, Christchurch, from 1905-1909.

In 1910 he was articled to the Christchurch architect A. H. Fielder and studied architectural and structural engineering at Canterbury College.

Morgan then moved to Auckland and worked as senior draftsman for Wilson and Moodie Architects and studied at Auckland Technical College. In 1912 his studies included 'Building construction' and 'History of architecture'. Around this time, he was a member of the Auckland Architectural Students' Association and won several of their competitions. He later went into practice with Horace Massey and Joseph Owen, both of whom were also members.

During World War I he served with the Royal New Zealand Army Medical Corps and attained the rank of sergeant. After the war, he was awarded a three year New Zealand Expeditionary Forces scholarship to continue his studies at the Architectural Association School of Architecture in London. He obtained the degree of Associate of the Royal Institute of British Architects in 1920.

While in London he collaborated with Massey on several projects. As Massey, Morgan and Shearley they entered the *Daily Mail* Ideal Bungalow Competition. Massey and Morgan collaborated again on a project at Hanworth Park garden suburb, London.

In the early 1920s Morgan returned to New Zealand and worked in Auckland with Massey, in the partnership of Massey, Morgan, Hyland and Phillips. He later entered the partnership Bloomfield, Owen and Morgan, followed by Owen and Morgan.

From 1923 onwards he was based in Whangarei. Over the course of his career he was responsible for a considerable volume of projects in the Northland region. This includes the NZIA gold medal award winning Whangarei Public Library, in collaboration with Massey, and numerous projects for Whangarei Hospital Board, the District Public Trustee, National Bank, Bank of New Zealand, Whangarei Girls' High School and private clients.

Morgan married Gwendolyn Mary Hosking of Whangarei in 1931 and they had two sons, Richard and David. He died in Whangarei on 17 February 1953, aged 60.

References:

Auckland Technical College. (1912, December 23). *New Zealand Herald*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/NZH19121223.2>.

Francis, K. S. (2006). Temperate modernity: The Whangarei architecture of Alfred Morgan in the 1930s. In McCarthy, C. (ed.) *Pleasing Homogeneity, Dull Times, and Animated Cocktails: New Zealand Architecture in the 1930s: A One Day Symposium*, (pp. 25-31). Wellington: Victoria University of Wellington, Centre for Building Performance Research.

Morgan, A. P. (1924, March 5). [Letter of application to Auckland Education Board for post of Architect to the Board]. Alfred P. Morgan architectural drawings and papers (Arch 2016/4/111). Architecture Archive, University of Auckland Library, Auckland.

Morgan, A. P. (1935, December 22). [Letter of application to North Auckland Power Board for post of Architect to the Board]. Alfred P. Morgan architectural drawings and papers (Arch 2016/4/112). Architecture Archive, University of Auckland Library, Auckland.

New Zealand Institute of Architects. (1953). Obituaries. *Journal of the New Zealand Institute of Architects*, 20(3), xv.

Our ninth competition. (1912). *Progress*, 8(1). Retrieved from <http://paperspast.natlib.govt.nz/periodicals/P19120901.2.16>

Sheppard, F. (n.d.) Alfred Percy Morgan file [Clippings file] Sheppard Collection, (M847a) Architecture and Planning Library, University of Auckland, Auckland, New Zealand.

Technical College. (1912, December 23). *Auckland Star*. Retrieved from <http://paperspast.natlib.govt.nz/newspapers/AS19121223.2.60>

[Return to Table of Contents »](#)

CONTENT DESCRIPTION

The collection predominantly consists of project records, particularly architectural drawings. Also included are specifications, a project list, correspondence and reference files of detail drawings. Records relate to Morgan's work as a sole practitioner, and his work in the architectural practices of Bloomfield, Owen and Morgan; Owen and Morgan; Massey, Morgan, Hyland and Phillips; Morgan and Massey. Drawings by other architects such as R. A. Lippincott, Daniel B. Patterson, and W. J. T Godwin are also included.

[Return to Table of Contents »](#)

ARRANGEMENT

Alfred P. Morgan's papers are arranged into three series: 'professional papers', 'office records' and 'project records'.

[Return to Table of Contents »](#)

RELATED MATERIALS

Other materials relating to Alfred P. Morgan can be found in the Architecture Archive in the W. S. R. Bloomfield and Horace L. Massey Collections.

[Return to Table of Contents »](#)

CONTROLLED ACCESS HEADINGS

fmo:Grant, Valerie J., 1937-

[Return to Table of Contents »](#)

COLLECTION INVENTORY

Series 1 Professional papers. 0.01 metres		BOX	FOLDER
Arrangement		1	1
Professional papers are arranged into two sub-series: 'letters of reference' and 'letters of application'. Items are arranged chronologically within each sub-series.			
Sub-series 1/1	Letters of reference.	1923-4, 1935	
104	Reference from L.C.H. Sparrow, Engineer Manager, Electrical Department, Devonport.	Probably 1923	
105	Reference from Wilson & Moodie.	1923	
106	Reference from Horace L. Massey, Massey, Hyland, and Phillips Architects.	1924	
107	Reference from Thomas Lamont, Mayor of Devonport.	1924	
108	Reference from W. Jones, Mayor of Whangarei.	1935	
109	Reference from D. O'Donoghue, District Public Trustee, Public Trust Office, Whangarei.	1935	
110	Reference from H. L. Gunn, Secretary, Whangarei Racing Club.	1935	
Sub-series 1/2	Letters of application.	1924, 1935	

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

111	Application to Auckland Education Board for post of Architect to the Board.	1924
112	Application to North Auckland Power Board for post of Architect to the Board.	1935

[Return to Table of Contents »](#)

Series 2 Office records.

Sub-series 2/1 Detail reference drawings. 1920s-1953 Drawings in this sub-series are predominantly graphite on tracing paper.

Files contain detail drawings of specific design features. Drawings relate to assorted projects and appear to have been compiled to serve as reference files. There is overlap in the content of some files, e.g. leadlights, windows and glass. Many drawings are unidentified and undated. Some files of drawings are bound into volumes with hand titled covers. Others consist of loose sheets. Identification of individual projects may be possible with further research. The date range of all files in this sub-series is presumed to cover Morgan's entire post World War I career in New Zealand, from early 1920s-1953. Drawings by other architects are also included.

		DRAWER	FOLDER	PLAN-CABINET
103	Cupboards, counters, seats, tables and other interior furniture. 56 Sheets Details Corporate Name(s):Crichton, McKay and Haughton (Firm) Corporate Name(s):Massey, Morgan & Shearley (Firm) arc:Morgan, Alfred P. (Alfred Percy) arc:Massey, Horace L.	C	4	55
096	Doors, including exterior and internal. 54 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	J	5-6	30
101	Exterior details including signage lettering, exterior grills, tank stands, lamps and gates. 87 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	C	1-2	55
100	Fireplaces. 78 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	J	10	30
098	Glass, predominantly sand blasted designs. 29 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	J	8	30
093	Leadlights. 9 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	J	2	30
095	Partitions including kitchen	J	4	30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-sty... 4/22

	cupboards, office screening, shelving, shop fittings and wall paneling. 53 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)			
094	Plaster details including ceilings and cornices. 43 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	J	3	30
102	Shop fronts, commercial building exteriors and entrances. 14 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	C	3	55
097	Stairs. 27 Sheets Details arc:Morgan, Alfred P. (Alfred Percy)	J	7	30
099	Windows. 65 Sheets Details Corporate Name(s):Bloomfield, Owen & Morgan (Firm) Corporate Name(s):Owen & Morgan (Firm) Corporate Name(s):Crichton, McKay and Haughton (Firm) arc:Morgan, Alfred P. (Alfred Percy) arc:Lippincott, Roy Alstan arc:Walker, Lewis M. (Architect) arc:Massey, Horace L.	J	9	30

[Return to Table of Contents »](#)

Series 3 Project records.

Arrangement

Project records are arranged in three sub-series: 'project lists', 'project files' and 'project drawings'. This arrangement reflects the original order of the collection which was probably largely informed by the physical size disparity of the records and their differing storage requirements. Records relating to specific projects may be found in both the 'project files' and the 'project drawings' sub-series.

Sub-series 3/1 Project lists. 0.01 metres

		BOX	FOLDER
081	Indexed notebook titled 'A. P. Morgan's projects'. Contents:Alfred P. Morgan's projects are listed alphabetically by client/ project name in the indexed notebook. Custodial History:This list was probably produced by Robert Finch (or in his office) when he became custodian of Morgan's papers. Similar notebooks relating to Finch's own work are included in his papers.	1	2

Arrangement

The notebook has been included with Morgan's papers, rather than Robert Finch's papers, as it will be of most use with the relevant collection.

Sub-series 3/2 Project files. 0.12 metres

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

The 'project file' sub-series consists of correspondence, notes, reports, specifications, contracts and other items which relate to a specific project.

Arrangement

The 'project file' sub-series is arranged alphabetically by project title. The original order of these records could not be determined. Morgan did not assign job numbers.

			BOX	FOLDER
092	Cameron Street building for the District Public Trustee. Location:Cameron Street, Whangarei, Northland Corporate Name(s):Owen & Morgan (Firm)	1925	1	10
090	Cinema at Paihia for Messrs Dyke and Bedggood. Location:Paihia, Bay of Islands, Northland Project type:Theatres arc:Morgan, Alfred P. (Alfred Percy)	undated	1	8
088	Factory on James Street for The Simons Proprietary Ltd. Location:James Street, Whangarei, Northland Project type:Factories arc:Morgan, Alfred P. (Alfred Percy)	1931	1	7
083	Hanworth Park semi detached houses for Hanworth Public Utility Society. Location:Hanworth Park, Feltham, Middlesex, United Kingdom Corporate Name(s):Massey, Morgan & Shearley (Firm) Project type:Houses	1921	1	3
084	House and kitchen offices for Mrs Charles Greenlaw specification annotated with specification details for a house for Henry Sherwood. Contents:Sheen Lane, near Richmond, Surrey, United Kingdom South Hill Avenue, Harrow-on-the-Hill, United Kingdom This document includes information relating to two separate projects in two different locations. The original specification has been annotated with details relating to a second project. Corporate Name(s):Kindell & Shearley (Firm) Project type:Houses	1921	1	3
085	Methodist Theological College competition for the Methodist Church of New Zealand. Location:Corner Grafton Road and Carlton Gore Road, Grafton, Auckland Corporate Name(s):Owen & Morgan (Firm) Project type:Group dwellings Project type:Religious buildings Project type:Houses	1925	1	4
087	National Bank of New Zealand at Waipu. Location:Main Road, Waipu, Northland Project type:Banks	1923	1	6

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

arc:Hammond, Horace

089	Residence at Tainui Road, Devonport. Location:Tainui Road, Devonport, Auckland Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)	1947	1	11
082	Residence for Miss Hulda Symons at Kingston Gorse. Location:Kingston Gorse, Angmering, Sussex, United Kingdom Corporate Name(s):Massey, Morgan & Shearley (Firm) Project type:Houses	1922	1	3
086	Returned Services' Association (R.S.A.) clubrooms Whangarei. Location:Rust Lane, Whangarei, Northland Project type:Clubhouses arc:Morgan, Alfred P. (Alfred Percy) eng:Hamilton, B. L. (Engineer)	1949	1	5
091	Roman Catholic Church, Bank Street, Whangarei. Location:Bank Street, Whangarei, Auckland Corporate Name(s):Owen & Morgan (Firm) Project type:Religious buildings	1927	1	9

Sub-series 3/3 Project drawings.

Many project drawings are undated.

Arrangement

The 'project drawings' sub-series is arranged alphabetically by project title. The original order of these records could not be determined. Morgan did not assign job numbers.

Processing Information

Multiple copies have been removed from this sub-series. The copy in the best condition has been selected and retained. Any projects affected are identified individually and exact details noted. NB: Copies with annotations are considered to be originals in their own right and are retained, as are all original drawings irrespective of condition.

		DRAWER	FOLDER	PLAN- CABINET
031	Avondale Masonic Hall alterations and plaster work. 1 sheet Elevations, details Blueprint on paper Location:Rosebank Road, Avondale, Auckland Corporate Name(s):Owen & Morgan (Firm) Project type:Masonic buildings :Owen, R. B.	1924	H	2 30
040	Bach extension at Langs Beach for Brian Crawford. 1 sheet Plans, elevations, section Blueprint on paper with graphite and ink. Location:Langs Beach, Northland	1945	G	3 30

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Project type:Baches

arc:Morgan, Alfred P. (Alfred Percy)

073	Bank of New Zealand Kaitaia. 11 Sheets Plans, elevations, sections, details Graphite, ink and colour pencil on tracing paper; diazo print on paper Location:Kaitaia, Northland Project type:Banks arc:Morgan, Alfred P. (Alfred Percy)	1945-1947	I	12	30
008	Block of eight flats in Bank Street. 2 Sheets Plans, elevations Graphite and watercolour on paper Location:Bank Street, Whangarei, Northland Project type:Multiple dwellings arc:Morgan, Alfred P. (Alfred Percy)	1934	G	5	30
077	Bungalow proposal. 1 sheet Plans, elevation Electrostatic transfer(?) on paper Location:United Kingdom Corporate Name(s):Massey, Morgan & Shearley (Firm) Project type:Houses	1920s	I	13	30
022	Cenotaph, possibly Auckland. 1 sheet Elevations Diazo print on paper Location:Auckland (?) Project type:Memorials :Morgan, Alfred P. (Alfred Percy)	undated	G	10	30
051	Central service and parking station. 1 sheet Plans, elevations, sections, details Ink on linen Location:James Street, Whangarei, Northland Corporate Name(s):Bloomfield, Owen & Morgan (Firm) Project type:Service stations	probably 1920s	H	9	30
059	Children's home at Tikipunga. 3 Sheets Plan, elevations, sections, details Ink on tracing paper, graphite on tracing paper Location:Tikipunga, Whangarei, Northland Project type:Orphanages arc:Morgan, Alfred P. (Alfred Percy)	1938-9	H	13	30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-sty... 8/22

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.20164

060	Cinema at Paihia for Messrs Dyke and Bedggood. 25 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; diazo prints on paper; blueprints on paper Location:Paihia, Northland Project type:Theatres arc:Morgan, Alfred P. (Alfred Percy) eng:Hamilton, B. L. (Engineer)	1947-1951	H	14	30
029	Coronation building alterations and additions for Mr Wilkinson. 2 Sheets Plans, elevations, sections, details Graphite and watercolour on paper; diazo print on linen Location:Bank Street, Whangarei, Northland Corporate Name(s):Owen & Morgan (Firm) Project type:Retail stores	undated	G	16	30
074	<i>Daily Mail</i> 'Ideal Bungalow' competition entry. 2 Sheets Plans, elevations, sections, details, perspective drawings, sketches Ink on paper Location:United Kingdom Project type:Houses Project type:Competition entries arc:Morgan, Alfred P. (Alfred Percy) arc:Massey, Horace L.	approximately 1920	I	13	30
075	<i>Daily Mail</i> 'Labour Saving House' competition entry. 1 sheet Plans, elevations, sections, perspective drawings Electrostatic transfer (?) on paper Location:United Kingdom Corporate Name(s):Massey, Morgan & Shearley (Firm) Project type:Houses Project type:Competition entries	approximately 1920	I	13	30
034	Doctor's residence fireplace and porch details. 2 Sheets Details Graphite on tracing paper Location:Whangarei, Northland Project type:Houses	1947	H	3	30
062	Druids' Hall Whangarei. 4 Sheets Plans, elevations, sections Graphite and ink on tracing paper; diazo print on paper with colour pencil Location:Whangarei, Northland	1945-1947	I	2	30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-sty... 9/22

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.20164

Project type:Clubhouses

arc:Morgan, Alfred P. (Alfred Percy)

020	Duke of Marlborough Hotel alterations for Messrs Hancock & Co. 8 Sheets Plans, elevations, sections, details Graphite and watercolour on paper; diazo print on paper with watercolour and graphite; diazo print on linen with watercolour and graphite Location:The Strand, Russell, Bay of Islands, Northland Corporate Name(s):Bloomfield, Owen & Morgan (Firm) Project type:Hotels	undated	G	9	30
001	Factory for Messrs Gardner and Burke. 7 Sheets Plans, elevations, sections, details Graphite and ink on tracing paper Location:James Street, Whangarei, Northland Project type:Factories arc:Morgan, Alfred P. (Alfred Percy)	1944-1946	G	1	30
030	Factory in Maunu Road Whangarei and subsequent alterations, for C. L. Innes and Company Ltd. Auckland. 11 Sheets Plans, elevations, sections, details. Ink on linen; diazo print; ink on tracing paper; graphite and colour pencil on tracing paper Location:Maunu Road, Whangarei, Northland Project type:Factories arc:Morgan, Alfred P. (Alfred Percy)	1937, 1950	H	1	30
052	Filling station on the corner of Otaika and Maunu Roads. 1 sheet Plans, elevations, sections, details Ink on linen Location:Corner of Otaika and Maunu Roads, Whangarei, Northland Corporate Name(s):Bloomfield, Owen & Morgan (Firm) Project type:Service stations	1929	G	9	30
047	Hallenstein Brothers Ltd. Cameron Street building alterations and additions. 19 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; graphite, colour pencil and ink on paper; carbon paper transfer on tracing paper; diazo print on paper with colour pencil	1947-1952	H	8	30

file:///C:/Users/sco007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 10/22

Location:Cameron Street, Whangarei, Northland

Processing Information

Originally included 3 duplicate blueprints of B. L. Hamilton's structural detail drawings. Copy in best condition retained, 2 copies discarded.

Project type:Retail stores

arc:Morgan, Alfred P. (Alfred Percy)
eng:Hamilton, B. L. (Engineer)

026 Hardie Brothers' office building. 1938-1941 G 13 30

9 Sheets Plans, elevations, sections, details Graphite and ink on tracing paper; ink on linen; carbon paper transfer print on paper

Location:Bank Street, Whangarei, Northland

Project type:Office Buildings

arc:Morgan, Alfred P. (Alfred Percy)

009 Hotel at Aratapu for the Trustees of the Foley Estate. undated G 6 30

1 sheet Plans, elevations, sections Blueprint on paper

Location:Aratapu, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

010 Hotel at Okaihau for Patrick Chaplin. 1951 G 6 30

2 Sheets Plans Graphite on tracing paper; graphite on carbon paper transfer print on tracing paper

Location:Okaihau, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

011 Hotel at Paparoa for Ian Ashcroft. 1951 G 6 30

2 Sheets Plans Graphite on tracing paper; graphite on carbon paper transfer print on tracing paper

Location:Paparoa, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

014 Hotel at Ruawai for R. A. Powell. undated G 6 30

1 sheet Plan Graphite on tracing paper

Location:Ruawai, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

013 Hotel at Ruawai for Mr. undated G 6 30

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.20164

McCormack.

1 sheet Plan Carbon paper
transfer print on tracing paper

Location:Ruawai, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

012 Hotel at Ruawai for T. F. Hodges. 1954 G 6 30

1 sheet Plan Diazo print on
paper

Location:Ruawai, Northland

Project type:Hotels

arc:Haysom, L. Harrison (Leslie Harrison)

016 Hotel at Ruawai site plan. 1964 G 6 30
1 sheet plan Ink on diazo print

Location:Ruawai, Northland

Custodial History:Item dated after the death of Alfred
Morgan. This indicates that a subsequent custodian
has consulted and added to the file, probably Robert
Finch.

Project type:Hotels

015 Hotel at Waipu. 1951 G 6 30

2 Sheets Plans Graphite on
tracing paper

Location:Waipu, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

017 Hotel in an unidentified undated G 6 30
location.

3 Sheets Elevations Graphite
and colour pencil on tracing
paper

Project type:Hotels

045 J. W. Court Ltd. store. 1940 H 6 30

41 Sheets Plans, elevations,
sections, details Ink on linen;
graphite and ink on tracing
paper; diazo print on paper
with colour pencil

Location:Corner Cameron and Walton Streets,
Whangarei, Northland

Project type:Retail stores

arc:Morgan, Alfred P. (Alfred Percy)

061 Kaitaia Club. 1945 G 4 30

1 sheet Plans, elevations,
sections. details Graphite and
ink on tracing paper, diazo
print on paper with colour
pencil

Location:Kaitaia, Northland

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.20164

Project type:Clubhouses

055 Kia Ora Motors Ltd. alterations. 1936 H 11 30

2 Sheets Plans, elevations Graphite on tracing paper; blueprint on paper with graphite

Location:Whangarei, Northland.

Project type:Retail stores

003 Majestic theatre, shops and offices for Majestic Buildings Ltd. approximately 1929 G 3 30

25 Sheets Plans, elevations, sections, details, sketches Diazo print on linen with ink and watercolour; graphite, ink, colour pencil and watercolour on paper; diazo print on paper with ink; blueprint on paper

Location:Cameron Street, Whangarei, Northland

Corporate Name(s):Bloomfield, Owen & Morgan (Firm)

Project type:Theatres
Project type:Office Buildings
Project type:Retail stores

arc:Patterson, Daniel Boys, 1880-1962 (New Zealander architect)
arc:Bloomfield, W. S. R. (William Swanston Reed)

067 Mangonui/ Kaitaia Hospital alterations, including nurses' home and future development plan, for Mangonui Hospital Board. 1936-1945 I 7 30

35 Sheets Plans, elevations, sections, details, sketches Blueprints on paper with graphite; graphite, colour pencil and ink on tracing paper; diazo print on paper with graphite and colour pencil

Location:Mangonui, Northland

Location:Kaitaia, Northland

Project type:Hospitals
Project type:Group dwellings

arc:Morgan, Alfred P. (Alfred Percy)

066 Maungakaramea Community Hall, including a war memorial tablet. 1951-1953 I 6 30

23 Sheets Plans, elevations, sections, details, perspective drawings, sketches Blueprint on paper with colour pencil; diazo print on paper with graphite, pastel, colour pencil and paint; graphite and ink on tracing paper

Location:Maungakaramea, Northland

Processing Information

Originally 2 duplicate blueprints copies of 'site plan'. Copy in best condition retained, additional copy discarded.

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 13/22

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Project type:Community centres
Project type:Memorials

:Morgan, Alfred P. (Alfred Percy)
arc:Godwin, W. J. T. (Architect)

079	National Bank of New Zealand Waipu manager's residence. 2 Sheets Plans, elevations, sections, details Ink on linen Location:Waipu, Northland Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)	1936	I	14	30
078	National Bank of New Zealand Whangarei alterations. 8 Sheets Plans, details Ink on linen; graphite and ink on tracing paper; diazo print on paper with colour pencil Location:Whangarei, Northland Corporate Name(s):Bloomfield, Owen & Morgan (Firm) Project type:Banks arc:Morgan, Alfred P. (Alfred Percy) arc:Godwin, W. J. T. (Architect)	probably 1930s; 1952	I	14	30
056	National Electrical and Engineering Company Ltd. Rathbone Street premises alterations. 1 sheet Plans, elevations, sections, details Diazo print on linen with watercolour, graphite and ink Location:Rathbone Street, Whangarei, Northland Corporate Name(s):Owen & Morgan (Firm) Project type:Commercial buildings	approximately 1926	H	11	30
054	New Zealand Portland Cement Company Ltd. buildings including men's utility building, dining room, staff quarters and offices for Messrs Wilson. 21 Sheets Plans, elevations, sections, details Blueprint on paper with graphite and ink; graphite and ink on tracing paper; diazo print on paper with colour pencil Location:Portland, Whangarei, Northland Project type:Factories Project type:Office Buildings arc:Morgan, Alfred P. (Alfred Percy)	1938-1945	H	10	30
002	New Zealand Portland Cement Company Ltd. offices. 3 Sheets Plans, elevations, sections, details Diazo print on paper with colour pencil; ink on linen; graphite and colour pencil on paper	1938	G	2	30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 14/22

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Location:Portland, Whangarei, Northland

Processing Information

Originally 3 duplicate diazo prints of 'Drawing 1'. Copy in best condition retained, 2 copies discarded.

Project type:Office Buildings

arc:Morgan, Alfred P. (Alfred Percy)

053 Northern Motor Bus Company Ltd. terminal station. 1944 H 9 30

6 Sheets Plans, elevations, sections, details Graphite, ink and pastel on tracing paper

Location:Whangarei, Northland

Project type:Transportation buildings

arc:Morgan, Alfred P. (Alfred Percy)

043 Opononi Hotel proposed modernisation. 1952 H 4 30

14 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; graphite on paper; blueprint on paper; diazo print on paper

Location:Opononi, Northland

Project type:Hotels

arc:Morgan, Alfred P. (Alfred Percy)

048 Paine's Motors Ltd. showroom. undated H 9 30
1 sheet Plan, elevation Graphite and colour pencil on tracing paper

location:Bank Street, Whangarei, Northland

Project type:Retail stores

arc:Morgan, Alfred P. (Alfred Percy)

021 Parahaki war memorial and memorial community centre. approximately 1952 G 10 30

24 Sheets Plans, sections, details, perspective drawings, sketches Watercolour and colour pencil on diazo print on paper; graphite on tracing paper; graphite and pastel on tracing paper; graphite and colour pencil on tracing paper

Location:Parahaki, Whangarei, Northland

Project type:Community centres
Project type:Memorials

arc:Morgan, Alfred P. (Alfred Percy)
eng:Fraser, W. M. (Engineer)

006 Plunket nurse, dental clinic and rest room building. undated G 5 30

1 sheet Plans, elevation Graphite and watercolour on paper

Location:Whangarei, Northland

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Corporate Name(s):Owen & Morgan (Firm)

Project type:Medical centres
Project type:Rest rooms

023	Regent Theatre Whangarei. 16 Sheets Plans, elevations, sections, details, sketches Graphite and ink on tracing paper; carbon paper transfer print on paper with graphite; diazo print on paper; blueprints Location:Bank Street, Whangarei, Northland Corporate Name(s):Bloomfield, Owen & Morgan (Firm) Project type:Theatres arc:Morgan, Alfred P. (Alfred Percy)	1930, 1945	G	11	30
019	Residence alterations for Mrs A. P. Morgan. 8 Sheets Plans, elevations, sections, details Blueprint on paper with graphite; graphite on tracing paper Location:Bank Street, Whangarei, Northland Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)	1949	G	8	30
041	Residence for C. B. Clifford in Kawakawa. 1 sheet Plan, elevations Blueprint on paper Location:Kawakawa, Northland Project type:Houses	undated	H	3	30
037	Residence for Ian Carr at Kamo. 3 Sheets Plans, elevations Graphite and colour pencil on tracing paper; blueprint on paper with graphite Location:Kamo, Whangarei, Northland Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)	1939	H	3	30
038	Residence for Hugh Carruth. 3 Sheets Plans, elevations, sections, details Graphite and watercolour on tracing paper; blueprint on paper with graphite and ink; diazo print on linen with graphite and ink Location:Puriri Park Estate, Whangarei, Northland Corporate Name(s):Owen & Morgan (Firm) Project type:Houses	undated	H	3	30
033	Residence for Mr A. S.	1946	H	3	30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 16/22

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

	Cookson. 2 Sheets Plan, elevations, section Graphite and ink on tracing paper Location: Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)				
035	Residence for Mrs A. A. Dallas. 1 sheet Plans, elevations, sections, details Graphite and ink on tracing paper Location:Bedlington Street, Whangarei, Northland Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)	1942	H	3	30
042	Residence for Mr Day in Kaikohe. 1 sheet Plans, elevations, sections, details Blueprint on paper Location:Wihongi Street, Kaikohe, Northland Project type:Houses arc:Morgan, Alfred P. (Alfred Percy)	1952	H	3	30
039	Residence for W. Dwyer. 1 sheet Plan, elevations, section Blueprint on paper with graphite Location:Princes Street, Kensington, Whangarei, Northland Project type:Houses arc:Vankwick, H. J. (Architect)	1938	H	3	30
046	Residence for R. G. Hosking including garden layout. 18 Sheets Plans, elevations, sections, details, perspective drawing Graphite and watercolour on paper; graphite and ink on tracing paper; graphite and colour pencil on paper; diazo print on paper with watercolour; ink on linen; blueprint on paper with ink. Location:Parahaki Street, Regent, Whangarei, Northland Location:Kamo Road, Kamo, Whangarei, Northland Project type:Houses Project type:Gardens Project type:Garden structures arc:Morgan, Alfred P. (Alfred Percy) arc:Massey, Horace L.	1941-1944	G	7	30
036	Residence in brick for builder William Dudley. 2 Sheets Plan, elevations, section Graphite on tracing paper	undated	H	3	30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 17/22

Project ID	Description	Date	Category	Count	Value
Project type:Houses					
007	Residences proposed for Whangarei. 2 Sheets Plans, elevations Graphite and watercolour on paper	probably 1930s	G	5	30
Location:Whangarei, Northland					
Project type:Houses					
027	Returned Services' Association (R.S.A.) clubrooms Whangarei. 8 Sheets Plans, elevations, sections, details, perspective drawings, sketches Graphite on tracing paper; Photostat on paper	1949	G	14	30
Location:Rust Avenue and Lovers Lane, Whangarei, Northland					
Project type:Clubhouses					
arc:Morgan, Alfred P. (Alfred Percy)					
063	Roman Catholic Church Bank Street Whangarei. 18 Sheets Plans, elevations, sections, details, sketches Graphite on tracing paper; blueprint on paper; diazo print on linen with watercolour, graphite and ink: diazo print on paper	1920s, 1948	I	3	30
Location:Bank Street, Whangarei, Northland					
Corporate Name(s):Owen & Morgan (Firm)					
Project type:Religious buildings					
arc:Morgan, Alfred P. (Alfred Percy)					
025	Saleyards at Kaikohe for Associated Auctioneers. 1 sheet Plans, elevations, sections Ink on tracing paper	1945	G	12	30
Location:Mangakahia Road, Kaikohe, Northland					
Project type:Agricultural structures					
arc:Morgan, Alfred P. (Alfred Percy)					
044	School bus for Colin Clarke. 1 sheet Plan, elevations, section Ink on tracing paper	1942	H	5	30
Location:Maromaku, Northland					
Project type:Vehicles					
arc:Morgan, Alfred P. (Alfred Percy)					
050	Service station and garage building, corner of Bank and Water Streets. 2 Sheets Plan, elevation, sections, details Ink on linen	1933	H	9	30

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Location:Corner of Bank and Waters Streets,
Whangarei, Northland

Project type:Service stations

arc:Morgan, Alfred P. (Alfred Percy)

004 Shop and offices for John Hoskins. 1946-1947 G 4 30

6 Sheets Plans, elevations,
sections, details Ink and
graphite on tracing paper,
diaz print on paper with colour
pencil.

Location:Kaitaia, Northland

Project type:Office Buildings

Project type:Retail stores

018 Shops and offices for Norman Harrison. 1952 G 7 30

8 Sheets Graphite and ink on
tracing paper; diazo print on
paper with ink and pastel

Location:Maunu Road, Whangarei, Northland

Project type:Retail stores

Project type:Houses

arc:Morgan, Alfred P. (Alfred Percy)

080 Streetscape, probably in London. probably 1920s J 1 30

1 sheet Perspective
drawing Ink on tracing paper
mounted on paper

Location:London, United Kingdom (?)

Conditions Governing Use

Very fragile condition. Photography or non-contact scanning only for
copy requests.

Project type:Streetscapes

028 Tainui Road flats renovations for Mrs A. Morgan (Senior). 1947-1948 G 15 30

4 Sheets Plans, elevations,
details Graphite on tracing
paper; diazo print on paper;
blueprint on paper

Location:Tainui Road, Devonport, Auckland

Project type:Multiple dwellings

arc:Morgan, Alfred P. (Alfred Percy)

070 Te Kopuru nurses' home additions for Kaipara Hospital Board. 1937 I 9 30

1 sheet Plans, elevations,
sections Ink on linen

Location:Te Kopuru, Northland

Project type:Group dwellings

Project type:Hospitals

arc:Morgan, Alfred P. (Alfred Percy)

005 Unidentified block of flats. undated G 5 30

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 19/22

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

1 sheet Plan,
elevation Graphite and
watercolour on paper

Project type:Multiple dwellings

arc:Morgan, Alfred P. (Alfred Percy)

076 Unidentified house with a bay window located in a garden with a pond. probably 1920s I 13 30

1 sheet Perspective
drawing Graphite and
watercolour on paper

Location:United Kingdom (?)

Project type:Houses

049 Unidentified premises on Walton and Vine Streets, possibly a motor showroom. undated H 9 30

1 sheet Plan, elevations,
detail Blueprint on paper

Location:Corner of Walton and Vine Streets.
Whangarei, Northland

Project type:Retail stores

Project type:Commercial buildings

057 Verandah for F. W. Reed's building. 1944 H 11 30

1 sheet Plans, elevations,
sections, details Blueprint on
paper

Location:Bank Street, Whangarei, Northland

Project type:Commercial buildings

arc:Morgan, Alfred P. (Alfred Percy)

072 Whangarei Girls' High School proposed extension. 1950-1953 I 11 30

22 Sheets Plans, elevations,
sections, details,
sketches Graphite and ink on
tracing paper; blueprint on
paper; diazo on linen with
watercolour

Location:

Project type:Schools

arc:Morgan, Alfred P. (Alfred Percy)

arc:Massey, Horace L.

058 Whangarei Golf Club, also known as Mt Denby Golf Club, proposed clubhouse alterations. 1948-9 H 12 30

11 Sheets Plans, elevations,
sections, details,
sketches Graphite and
watercolour on paper; ink on
linen; graphite and ink on
tracing paper

Contents:Denby Crescent, Tikipunga, Whangarei,
Northland

Processing Information

file:///C:/Users/scox007/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/USCFUPPB/morgan-test-24-arch-draft-st... 2022

Six duplicate blueprint copies of drawing showing plan, elevations, and details (dated April 1949) discarded. Original ink on linen drawing retained.

Project type:Clubhouses

arc:Morgan, Alfred P. (Alfred Percy)

071	Whangarei Hospital including general layout, maternity ward and general store, for Whangarei Hospital Board.	1909, 1937-1946	I	10	30
-----	--	-----------------	---	----	----

18 Sheets Plans, elevations, sections Blueprint on paper; graphite, ink and colour pencil on tracing paper; ink on linen; diazo print on paper with colour pencil

Contents:Whangarei, Northland File includes a copy of A.M. McLeod's 1909 proposed additions to the Whangarei Cottage Hospital.

Project type:Hospitals

arc:Morgan, Alfred P. (Alfred Percy)

arc:McLeod, A. M. (Architect)

068	Whangarei nurses' home for Whangarei Hospital Board.	1923	I	8	30
-----	--	------	---	---	----

7 Sheets Plans, elevations, sections, details Diazo print on linen with watercolour, graphite and ink; blueprint on paper; ink on linen; graphite on tracing paper

Location:Whangarei, Northland

Processing Information

Originally 3 duplicate blueprint copies of structural details drawing. Copy in best condition retained, 2 copies discarded.

Corporate Name(s):Massey, Morgan, Hyland and Phillips (Firm)

Project type:Group dwellings

Project type:Hospitals

069	Whangarei nurses' home alterations and additions for Whangarei Hospital Board.	1936-1943	I	9	30
-----	--	-----------	---	---	----

21 Sheets Plans, elevations, sections, details Graphite, ink and colour pencil on tracing paper; blueprint on paper; diazo print on paper with colour pencil

Location:Whangarei, Northland

Project type:Group dwellings

Project type:Hospitals

arc:Morgan, Alfred P. (Alfred Percy)

064	Whangarei Public Library.	1935	I	4	30
-----	---------------------------	------	---	---	----

30 Sheets Plans, elevations, sections, details, sketches Diazo print on paper with watercolour and graphite; graphite and colour pencil on tracing paper; ink on linen

location:Rust Avenue, Whangarei, Northland

6/7/2017

Inventory of the Alfred P. Morgan architectural drawings and papers. Arch.2016/4

Project type:Libraries

arc:Massey, Horace L.

arc:Morgan, Alfred P. (Alfred Percy)

061	Whangarei Racing Club unfinished new scheme. 3 Sheets Plans, elevations Graphite and ink on tracing paper Contents:Whangarei, Northland Note on original roll states "Proposed new scheme 1946 (not finished)". Project type:Clubhouses arc:Morgan, Alfred P. (Alfred Percy)	1946	I	1	30
065	Whangarei Town Hall additions for the Whangarei Borough Council, also titled Public Library etc. extensions . 3 Sheets Plans, elevations, sections, details, sketches Ink on linen; diazo print on linen with watercolour; graphite and watercolour on tracing paper Location:Whangarei, Northland Corporate Name(s):Owen & Morgan (Firm) Project type:Libraries Project type:Municipal buildings	undated	I	5	30
024	Wharf shed lavatory for Whangarei Harbour Board. 2 Sheets Plan, elevation, section Graphite on tracing paper Location:Whangarei, Northland Project type:Rest rooms arc:Morgan, Alfred P. (Alfred Percy)	1947	G	12	30

[Return to Table of Contents »](#)

Manually produced sections of the finding aid.

The following pages show manually produced sections of the 'Alfred P. Morgan architectural drawings and papers' finding aid. These have been created in an attempt to illustrate how it is hoped the finding aid will eventually display using the completed specialised stylesheet.

The examples begin from the 'Collection Inventory' section of the finding aid as it is from this point onwards that most of the modifications need to occur.

The main modifications required include:

- Bold font used for titles i.e. key access points
- Some text indented to
 - break up blocks of text and make it easier to read
 - highlight ID no's and file location details
- Some headings suppressed e.g.
 - scope and contents as the text doesn't require explanation
 - 'controlled access headings' – not required
- Display of some headings modified e.g.
 - 'Function(s)' – displayed as 'Project type'
 - 'Personal name(s)' and 'Corporate name(s)' suppressed. Display text in 'relator' field of 'Agent link' entry e.g. architect, engineer (See appendix 5 for examples)
- Title and text displayed on same line not one above the other e.g. Location: Rosebank Road, Avondale, Auckland
- Extent information displayed together with physical details e.g. 11 sheets – plans, elevations, sections, details
- 'Scope and contents note – location' displayed as 'location'
- Physical facet details displayed separately from extent details
- Improved definition between individual records e.g. with a line or shading

Collection Inventory

Series 1 Professional papers. 0.01 metres Box 1, folder1

Arrangement: Professional papers are arranged into two sub-series: 'letters of reference' and 'letters of application'. Items are arranged chronologically within each sub-series.

Sub-series 1/1 Letters of reference. 1923-4; 1935

104	Reference to L.C.H. Sparrow, Engineer Manager, Electrical Department, Devonport.	Probably 1923
105	Reference from Wilson & Moodie.	1923
106	Reference from Horace L. Massey, Massey, Hyland, and Phillips Architects.	1924
107	Reference from Thomas Lamont, Mayor of Devonport.	1924
108	Reference from W. Jones, Mayor of Whangarei.	1935
109	Reference from D. O'Donoghue, District Public Trustee, Public Trust Office, Whangarei.	1935
110	Reference from H. L. Gunn, Secretary, Whangarei Racing Club.	1935

Sub-series 1/2 Letters of application 1924, 1935

111	Application to Auckland Education Board for post of Architect to the Board.	1924
112	Application to North Auckland Power Board for post of Architect to the Board.	1935

Series 2 Office records.

Sub-series 2/1 Detail reference drawings. Approximately 1920-1953

Files contain detail drawings of specific design features. Drawings relate to assorted projects and appear to have been compiled to serve as reference files. There is overlap in the content of some files, e.g. leadlights, windows and glass. Many drawings are unidentified and undated. Some files of drawings are bound into volumes with hand titled covers. Others consist of loose sheets. Identification of individual projects may be possible with further research. The date range of all files in this sub-series is presumed to cover Morgan's entire post World War I career in New Zealand, from early 1920s-1953. Drawings by other architects are also included.

Drawings in this sub-series are predominantly graphite on tracing paper.

105 **Cupboards, counter, seats, tables and other interior furniture.** Plan-cabinet 55, drawer C, folder 4

56 sheets – details

Architect(s): Morgan, Alfred P. (Alfred Percy)
Architect(s): Crichton, McKay and Haughton (Firm)
Architect(s): Massey, Morgan and Shearley (Firm)
Architect(s): Massey, Horace L.

096 **Doors, including exterior and internal** Plan-cabinet 30, drawer J, folder 5-6

54 sheets - details

Architect(s): Morgan, Alfred P. (Alfred Percy)

101 **Exterior details including signage lettering, exterior grills, tank stands, lamps and gates**

Plan-cabinet 55, drawer C, folder 1-2

87 sheets - details

Architect(s): Morgan, Alfred P. (Alfred Percy)

Followed by details relating to
another 8 files

Series 3 Project records.

Arrangement: Project records are arranged in three sub-series: 'project lists', 'project files' and 'project drawings'. This arrangement reflects the original order of the collection which was probably largely informed by the physical size disparity of the records and their differing storage requirements. Records relating to specific projects may be found in both the 'project files' and the 'project drawings' sub-series.

Sub-series 3/1 Project lists. 0.01 metres

081 **Indexed notebook titled 'A. P. Morgan's projects'** Box 1, folder2

Morgan's projects are listed alphabetically by client/ project name in the indexed notebook.

Custodial history: This list was probably produced by Robert Finch (or in his office) when he became custodian of Morgan's papers. Similar notebooks relating to Finch's own work are included in his papers.

Arrangement: The notebook has been included with Morgan's papers, rather than Robert Finch's papers, as it will be of most use with the relevant papers.

Sub-series 3/2 Project files. 0.12 metres

The 'project file' sub-series consists of correspondence, notes, reports, specifications, contracts and other items which relate to a specific project.

Arrangement: The 'project file' sub-series is arranged alphabetically by project title. The original order of these records cannot be determined. Morgan did not assign job numbers.

092 **Cameron Street building for the District Public Trustee.** 1925 Box 1, folder 10

Location: Cameron Street, Whangarei, Northland
Architect(s): Owen & Morgan (Firm)

090 **Cinema at Paihia for Messrs Dyke and Bedgood.** undated Box 1, folder 8

Location: Paihia, Bay of Islands, Northland
Architect(s): Morgan, Alfred P. (Alfred Percy)

Project type: Theatres

Followed by entries for another 9
project files.

Sub-series 3/3 Project drawings

Many project drawings are undated.

Arrangement: The 'project drawings' sub-series is arranged alphabetically by project title. The original order of these records could not be determined. Morgan did not assign job numbers.

Processing information: Multiple copies have been removed from this sub-series. The copy in the best condition has been selected and retained. Any projects affected are identified individually and exact details noted. NB: Copies with annotations are considered to be originals in their own right and are retained, as are all original drawings irrespective of condition.

031 **Avondale Masonic Hall alterations and plaster work.** 1924 Plan-cabinet 30, drawer H, folder 2

1 sheet – elevations

Blueprint on paper

Location: Rosebank Road, Avondale, Auckland
Architect(s): Owen & Morgan (Firm)
Architect(s): Owen, R. B.

Project type: Masonic buildings

040 **Bach extension at Langs Beach for Brian Crawford.** 1945 Plan-cabinet 30, drawer G, folder 3

1 sheets – plans, elevations, section

Blueprint on paper with graphite and ink

Location: Langs Beach, Northland
Architect(s): Morgan, Alfred P. (Alfred Percy)

Project type: Baches

073 **Bank of New Zealand Kaitaia.** 1945-1947 Plan-cabinet 30, drawer I, folder 12

11 sheets – plans, elevations, sections, details

Graphite, ink and colour pencil on tracing paper;
diaz print on paper

Location: Kaitaia, Northland
Architect(s): Morgan, Alfred P. (Alfred Percy)

Project type: Banks

Another 15 project drawing
records here.

047

**Hallenstein Brothers Ltd.
Cameron Street building
alterations and additions.**

1947-1952

Plan-cabinet 30, drawer H, folder 8

19 sheets –plans, elevations, sections, details, sketches

Graphite and ink on tracing paper; graphite, colour pencil and ink on tracing paper; carbon paper transfer print on tracing paper; diazo print on paper with colour pencil

Location: Cameron Street, Whangarei, Northland
Architect(s): Morgan, Alfred P. (Alfred Percy)
Engineer(s): Hamilton, B. L.

Project type: Retail stores

Processing information: Originally included 3 duplicate blueprints of B. L. Hamilton's structural detail drawings. Copy in best condition retained, 2 copies discarded.

**Another 61 project drawing
records follow.**

NB: The project drawings record for 'Hallenstein Brothers Ltd Cameron Street Building alterations and additions' (Arch 2016/4/047) shown above has been included so comparison can be made with Appendix 5. Appendix 5 shows the ArchivesSpace staff view for this entry.