Poetry Society of Vermont
Archival Records

Job Description for Archivist/Historian

The Archivist/Historian shall compile and preserve Constitutional revisions, membership lists, financial records, Presidential letters, minutes of Council meetings, as well as materials relating to the publication of The Troubadour and anthologies, First and Second Calls, poetry readings, website, and the Poet Laureate selection, and biographical material relevant to the culture of Vermont. Periodically the Archivist will submit the same, arranged and labeled, to the permanent PSOV archives at the Vermont Historical Society in Barre, Vermont.

The Archivist/Historian shall also update The Mountain Troubadour index each year and e-mail the updated Index to the curator of the Vermont Historical Society and the President of the PSOV. The Archivist shall also bring two copies of the latest issue of The Troubadour to Barre each year, keeping the Troubadour sets up-to-date and complete.

Organization

A. Record Boxes

1. Constitutional materials, including the 1963 Constitution, 1976 amendments to the 1963 Constitution, the 2002, 2017 and the 2023 Constitution
2. Descriptions and histories of the PSOV
3. Membership lists from 1947 to 2023 (including membership cards)
4. Materials relating to founding of PSOV
5. Financial records of the PSOV
6. Records of trust funds for awards
7. Presidential letters from 1975 to 2023
8. Minutes of council meetings from 1947 to 2023
9. Materials relating to the publishing of *The Troubadour*
10. Materials relating to *Troubadour* awards
11. Materials relating to the publication of the three PSOV anthologies.
12. Copies of workshop materials
13. Material relating to poetry readings at Borders, to Poem City participation and other outreach activities
14. Web Site information
15. Council of the Arts (Poet Laureate Folder)

B. Sets of Troubadours

The collection also contains two complete sets of *Troubadours*, dating from 1947 to 2023. The contents have been indexed; a copy of the index is attached to this documentation. Another copy of the index is included in the *Troubadour* collection.

The early *Troubadours* (from 1947 to 1955) are really newsletters, containing essays on poetry and descriptions of PSOV meetings and workshops.

C. Scrapbooks

Photos of meetings and poetry readings
News clippings of events, meetings, awards
News clippings, memorabilia re: Poet Laureate controversy
Effects of the Pandemic
Biographical materials, photos and news clippings
Materials relating to Outreach (Poem City, etc.)
News clippings and photos re: Founding of the PSOV
News clippings and photos re: the History of the PSOV
News clippings and information re: Awards

Poetry Society of Vermont
Records, 1947-2005
Doc 548-549, 582, MSA 405-406

Introduction

This collection contains the records of the Poetry Society of Vermont, a state-wide organization that promotes public awareness of poetry. The collection was given to the Vermont Historical Society in December 2005 by the creating organization (ms.acc.no.2005.10). It is stored in _____ boxes and consumes _____ of shelf space.

Related Collections

The Vermont Historical Society manuscript collection contains a small amount of information on the Poetry Society of Vermont in the Harold Rugg papers (Doc 91). Items in the VHS printed collection will be found in the main catalog under "Poetry Society of Vermont."

Inventory

A. Organizational Records

Document Box MSA 405

PSOV Workshops, 1940's	405:01
PSOV Workshops, 1947-1955	405:02
PSOV Workshops, 1950-1955	405:03
PSOV Workshops, 1956-1959	405:04

Document Box MSA 406

Chris White Photos	583:07
Poetry Readings	406:01
Web Site	406:02
Poet Laureate	406:03

Document Box 548, 1947-2023

Introduction	548:00
Constitutional Documents	548:01
1963 Constitution	
Letters and documents relating to 1973 and 1976 amendments	
2002, 2017, 2023 Constitutions	
PSOV, Descriptions and history	548:02
Membership Lists, 1948-1999	548:03
Membership Lists, 2000-2009	548:03.2
Membership Lists, 2010-2019	548:03.3
Membership Lists, 2020-2025	548:06
Membership cards, ca. 1976	548:04
Membership Positions and Bio Info	548:05
Finances	548:05—548:16
Checking Accounts	548:16
Trust Monies and Awards	548:17
Presidential Letters, 1975-2013	548:18
Council Meetings	548:19-548:31
Troubadour	548:30
School Contests	548:33
National Federation of Poetry Societies	548:34
Miscellaneous	548:35

Document Box MSA 842

First Harvest (first anthology)
Second Harvest (second anthology)
Brighten The Barn (third anthology)

Document Box MSA 864

Workshops, 1960's	864:01
Workshops, 1970-1975	864:02
Workshops, 1976-1979	864:03
Workshops, 1980-1985	864:04
Workshops, 1986-1989	864:05
Workshops, 1990-1995	864:06
Workshops, 1996-2001	864:07
Workshops, 2002-08	864:08
Workshops, 2088-2022	864:09

B. Two Complete Sets of Troubadours

C. Scrapbooks

Document Box 583 (contains preserved Scrapbooks)

Poet Laureate	583:01
PSOV Photos	583:02
PSOV 2000-2005	583:03
PSOV 2000-2005	583:04
Gala, 9/15/2007	583:05
Mad River Poets, 2003-2005	583:06

Document Box 582 (contains preserved Scrapbooks)

PSOV, 1947-1964	582:01
PSOV, 1947-1964	582:02
PSOV, 1973-1979	582:03
PSOV, 1965-1979	582:04
PSOV, 1965-1973	582:05
PSOV, 1980-1982	582:06
PSOV, 1981-1984, Knoll Farm	582:07

Document Box, 817 (contains preserved Scrapbooks)

PSOV, photos, late 1980's- early 1990's	582:08
PSOV, 1980-1995	582:09
PSOV, 1947-2007, 60 years	817:01
PSOV Pandemic	817:01
PSOV, 2005-2023 Correspondence, Biographies, Presidents	817:02
PSOV, Outreach	817:03

Document Box MSA 867 (2 files from scrapbooks)

First File	MSA 867:01
Second File	MSA 867:02

Document Box MSA 866 (8 files from scrapbooks)

PSOV, 1947-1964	MSA 866:01
PSOV, 1947-1964	MSA 866:02
PSOV, 1965-1979	MSA 866:03
PSOV, 1965-1979	MSA 866:04
PSOV, 1965-1979	MSA 866:05
PSOV, 1980-1995	MSA 866:06
PSOV, 1980-1995	MSA 866:07
PSOV, 1980-1995	MSA 866:08