Finding Aid for
Caroline S. Lutz Collection
Nancy Staub Puppetry Research Library
Center for Puppetry Arts
Originally Prepared by Litz, Ashley
Last Update: March 19, 2025

Collection Summary

Title: Caroline Lutz Collection Finding Aid
Span Dates: 1863 – 1965, unknown
Bulk Dates: 1940s, 1960s
Creator: Caroline Lutz (1884-1967)
Extent: 1 box containing 16 folders
Accession: 1986.001
Fonds Record: 1986.001.010
Language: English, French, Czech, Baltic, German
Repository: Nancy Staub Puppetry Research Library, Center for Puppetry Arts
Abstract: Contains a collection of materials owned by Caroline Lutz, puppet aficionado and scholar, donated by Westhampton College after her death.

Administrative Information

Provenance: This collection contains materials donated by Westhampton College and the estate of Caroline Lutz, puppet aficionado and scholar. Caroline Lutz was the professor of English and History at Westhampton College (Richmond, VA), and helped bring American puppetry into international circles.

Processing History: Donated to CPA in 1986. Fully processed, including the creation of finding aid, completed in spring 2025.

Copyright Status: Some material may be copyrighted or restricted. It is the patron's obligation to determine and satisfy copyright or other case restrictions when publishing or otherwise distributing materials found in the collections.

Access and Restrictions: Materials and records in the Nancy Staub Puppetry Research Library are available to researchers by appointment only. The library is open Tuesday-Friday from 10:00 to 4:00, it is suggested that researchers call two weeks in advance to set up an appointment.

Preferred Citation: Researchers wishing to cite this collection should include the following information Folder Title, Series Title, Collection Title, Nancy Staub Puppetry Research Library, Center for Puppetry Arts.

Scope and Content Note: Contains how to guides on marionette building, performance and technique, stage and set design, hand written notes on puppetry styles and techniques, recommendations for books and music to use as performance pieces, articles on puppetry and global events primarily related to Scandinavian countries but also to several outliers (Japan, Bali, Mexico, USA), hand written notes from attendance at puppetry festivals, UNIMA booklets, Puppetry Festival booklets, Theatre and show playbills from around the world, and a decrepit photograph.

Organization of Papers: One box with papers organized into folders based on origin or subject relevance.

Folders

Folder: North America (US, Mexico)

- "Greek Women to Serve Annual Dinner Thursday" (mannequin in traditional dress) Herald and Review, Decatur, IL, 1965
- "Puppets meet new friends" Richmond Times, 1965
- "Puppet Teachers" (missionaries in Mexico) Presbyterian Surrey, 1955
- Puppetry 1931 pages

Folder: Bali

- Pages torn from unknown source, highlight around Arjuna mention, 1932

Folder: Japan

- Origami paper of courtesan life, handwritten notes on activity

Folder: Germany

- Envelope for mail from Germany, empty
- Hand-typed reproduction of article in July 1957 Westermann's Monatshefte on European Puppetry by Harro Siegel
- "Lubeck-Schlutup" newsletter, in German, 1953
- Kunst und Kultur in Bochum book, in German

Folder: Prague

- Puppetry museum booklet
- Puppetry book
- Katalog Loutek booklet

Folder: England

- Adverts and correspondence from the Lanchester Marionettes shop in Stratford-Upon-Avon, UK, 1953
- Puppet Post: Official Journal of the Educational Puppetry Association, London, 1965

Folder: Scandinavian

- Riverside Literature Series No. 16: LARS, a Pastoral of Norway and other poems
- "Norway and the Norwegians" National Geographic Magazine
- Notes: "Golden Age of Norwegian Letters"
- Folder labeled 'Norway' with notes on 1943 lecture on War, speaker from Norway
- National Geographic map of Battle of the Atlantic areas
- "A Naturalist with MacMillan in the Arctic" National Geographic, 1926
- "Greenland turns to America" National Geographic, 1942
- "Denmark and the Danes" National Geographic, 1922
- "Handel's 'Il Pastor Fido': Marionettes used as actors at Basel," The Christian, 1947
- "5 Rokov" booklet
- "Marionnettes et Guignols en Tchecoslovaquie" flyer, 1962
- Folder marked 'Scandinavian', filled with maps and drawings of the area

Folder: Finland

- Articles related to Sibelius, Finnish composer, 1950
- “A New Theatre for Finland”, 1936
- Notes on Finland’s geography
- “Soviet offer to Return Base to Finland is held Reds’ Ace”
- Hand drawn map of Baltic countries
- Notes on Baltic poets
- “Finland’s Scenery” The New York Times, 1959
- ‘Suggested readings on Scandinavia’ lists, 1954
- Notes on ‘Voices from Finland’ anthropology lecture, 1947
- “Sweden and Finland” The Atlantic Report on The World Today, 1954 (2 copies)
- “Flashes from Finlan” National Geographic, 1940
- Applied Art in Finland (book)
- “Finnish Communism’s Feminine Face” The New York Times Magazine, 1959
- “Great Finn’s Finale: Finland Mourns Sibelius at State Funeral”
- Folder marked ‘Finland’, contains 2 articles on Jean Sibelius, Finnish composer, and cats invite 1955

Folder: UNIMA Journals and Correspondence

- The Puppetry Journal, 1964
- UNIMA Scandinavian (?) publication 1962
- UNIMA letter regarding Lutz’s jubilee, 1964
- Letter to UNIMA members, 1959

Folder: Theatres and Playbills

- Virginia Dance Society: Land of the Playful Dragon
- Richmond in Spring, 1962
- Frank Paris photo from newspaper
- Peter Arnotte ‘Plays without People’
- David Gibson ‘A Programme of Dance Divertissements’ with letter on Puppeteers of America letterhead re Gibson, 1945
- Children’s Theatre of Richmond, Reynold the Fox
- Children’s Theatre of Richmond, Hansel and Gretel
- “Cahiers d’art dramatiqe” booklet, in French, 1949
- “To Yo Za” playbill, 1956
- Folk Tale Marionette Studio announcement
- “A Penny Plain and Twopence Coloured” booklet
- “Holiday for Strings” booklet
- “EJMS&R Christmas Party” program, 1957
- The Folktale Puppet Studio Vermont, 1952-1953 program
- Grand Opera Theatre Program, Chicago booklets
- McVey(?) Theatre St Catherine’s invite, 1958
- Stevens Marionette Theatre flyer, 1939-1940
- Proctor Puppets booklet and flyers
- “What a Night” by Pasadena Puppeteers flyers, 1934
- Walter Wilkinson’s Guignol Theatre, PA

- “Shadow Plays with Animation” workshop flyer

Folder: Puppetry Festival Books
- The 29th Annual Puppetry Festival, The Puppeteers of America, 1964
- International Festival of Puppet Theatres, Bucharest, 1958
- Puppet Festival 1955 flyers, 1955
- International Puppet Festival, 1963

Folder: Notes
- Hand-written notes on puppetry-related subjects, presumably from one of the international puppetry festivals she attended,

Folder: Cards, Correspondence
- Set of index cards of puppeteers, personal notes on back
- List of Collegiate Schools Patrons Association members
- Letter from “Bev” , 1937
- Seasons Greetings card from “Lee and Cedric”, 1955
- Polichinelle greeting card from “Marjorie”, 1942
- New Years card from [illegible], Bochum, 1960
- Letter of inquiry from “Ralph Pine”, 1962
- Letter from Elizabeth Smith via Pixie Players letterhead, 1962

Folder: Photos
- Damaged photograph of female puppeteers, back reads “Westhampton College, Wed Wows” (?)

Folder: Books, Recommends
- “A Prospectus describing twenty of the fine books recently published by The Limited Editions Club of which you may now obtain only five” book, pencil markings on page 27, 1942
- “Poetry: Indian Issue”, 1959
- Index cards, books listed

Folder: Puppet-Making & Miscellaneous
- “A Really Big Christmas Gift” article
- Packet of puppet construction notes
- “Dressing and Stringing a Puppet” article, 1923
- Puppet body template of Peter and the Wolf
- Papercraft notes, 1949
- “A Complete Manual for Making Marionettes” Woman’s Day Magazine, 1951
- Portable Marionette stage instruction
- Booklet on dolls for sale
- “Break away Skeleton” handwritten instructions
- “Notes on puppet making” handwritten
- Theatre announcement signs, 1862
- “The ABC of Brush Card Writing” book and worksheet tips
- Marionette clown construction pamphlet, 1938
- Folder labeled “Construction”, filled with template cut-outs, string, stage designs, staging plans

- McCall's pattern packet for marionettes, 1936
- "How to Make and Operate a Marionette Theatre by Tony Sarg" from Ladies' Home Journal, 1927
- Packet on "Lewis Parsons Music with Puppets" – recommendations of open-source music to use with puppet shows
- "The Marionette Chart" by Anna Thompson
- "Stringing Diagram of Master Marionette"