


## **REPRESENTATIVE DOCUMENTS**



## Collection Descriptions and Policies

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[About](#)
[Catalogs](#)
[E-Resources](#)
[Collections](#)
[Archives](#)
[Research Guides](#)
[Reserves](#)
[Contact Us](#)
[School of Theology](#)


School of Theology Library

**About**


**Catalogs**

**E-Resources**

**Collections**

**Archives**

- Policies
- Archival Collections
  - Morgan Memorial-Goodwill
  - N.E. Conference Commission on Archives and History**
  - Heritage Trails of the United Methodist Church
  - Local Methodist Organizations
  - Local Conference Records
  - Church Records and Historical Files, by State
  - Books
  - Zion's Herald and Other Newspapers
  - Personal Papers
  - Manuscript History Collection by Author (A-K)
  - Manuscript History Collection: Author (L-R)
  - Manuscript History Collection: Author (S-Z)
  - Manuscript History Collection: Subject (A-K)
  - Manuscript History Collection: Subject (L-R)
  - Manuscript History Collection: Subject (S-Z)
  - Collection of Autograph Letters by Author (A-G)
  - Collection of Autograph Letters by Author (H-O)
  - Collection of Autograph Letters by Author (P-Z)
  - General Conference Publications
  - William E. Barton Collection of Samaritan Materials
  - Early Printed Bible Pages
  - James D. Purvis Collection of



## COMMISSION ON ARCHIVES AND HISTORY

The Commission collection focuses on the history of the United Methodist Church in New England, with Conference Journals, church records, and archived records of conference boards and agencies, along with Methodist-related social and service organization records. Commission materials, especially journals and church records, are listed online. The listing in these pages is complete except for information notes on parish history.

### About the Collection

The Commission is charged by the United Methodist Book of Discipline to preserve the records of the United Methodist Church and its predecessors within the Conference boundaries. For reference purposes, this collection retains records of the General Conferences, the Disciplines, and the General Minutes of [all] the Annual Conferences. Local records include annual conference journals within the six-state New England area, records from closed churches or older records from continuing churches, records of conference boards or agencies, and records of Methodist organizations or activities within the area. Coverage within these areas is not comprehensive, but all church and conference records that we have are listed in these pages. The content of church records do vary, but they typically contain: lists of probationers, members, baptism, marriages, and sometimes deaths; quarterly conference records report the pastor-parish relations and projects of the churches; financial records may indicate collections and local disbursements; there are sometimes records of Sunday Schools, Men's and Women's Groups, Missionary Societies, youth groups, and other activities or organizations within the church; scrapbooks or local histories.

### What We Can Provide

We can usually provide information on ordained Methodist Episcopal, Methodist or United Methodist pastors who served in the region as full members of the conferences, but it is very unlikely that we have much information, if any, on local pastors or evangelists who worked in the conference area. Church records must be accessed by state-town-and date: there is no master list of members who appear in the various church record books. Without the town and approximate date, we cannot search broadly for information. The collection of church records is far from complete, but we have listed those records in our collection. If we don't have records from a particular church, we try to locate an existing church that might have records of earlier or nearby churches. Conference records will list each active church each year, with the pastor appointed and membership statistics, but not individual member names. Note that church records for baptism only list parents for an infant baptism, not for adult baptisms, and never list godparents. Additionally, marriage records do not contain information on the parents of the bride and groom, or names of witnesses.

### Access to the Collection

The collection is housed within the Boston University School of Theology Library at 745 Commonwealth Avenue, Boston MA 02215 as part of the Research Collections. Though the Theology Library is open for longer hours during the school year, the Research Collection Reading Room is available only when full-time staff are on duty: Monday through Friday from 9am to 4pm. Email or letter requests are accepted if enough information is provided and a brief search can be performed for the information. When questions are not within our area of coverage, we try to refer researchers to the appropriate conference resource. For questions or appointments, email us at [neccah@bu.edu](mailto:neccah@bu.edu) or phone (617) 353-1323.

### Restrictions

A limited number of items will be given to a researcher at one time. Pencils only may be used for taking notes. No marks are to be placed on the original documents. Researchers may not make photocopies of any item but may request that photocopies be made by the archives staff, who will exercise their discretion based on the condition of the original records to determine whether photocopies can be made.

### Holdings

- [Local Conference Records](#)
- [Church Records and Historical Files, by State](#)

**Calendar**

3 JUL	<a href="#">STH Library Closed</a>
2 SEP	<a href="#">STH Library: Regular Semester Hours Resume</a>
7 SEP	<a href="#">Library Closed</a>
7 SEP	<a href="#">STH Library Closed</a>
10 OCT	<a href="#">STH Library Closed</a>

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Samaritana >

Methodist Organizations and Archives >

Research Guides >

Reserves >

Contact Us >

School of Theology >

Library News »

**Faculty Author Interviews**  
STH faculty members are active in doing research and publishing in their...

**Faculty Authors Roundtable Discussions**  
In celebration of our School of Theology Faculty authors, the STH Library...

**Oxford Bibliographies Online: New Database!**  
We have added the Oxford Bibliographies Online database to the library's collection...

- Books
  - [Zion's Herald and other newspapers](#)
  - [Personal Papers](#)
  - [Marvin and Carolyn Pibum papers](#)
- Manuscript History Collection, sorted by author:
  - [A-K](#)
  - [L-R](#)
  - [S-Z](#)
- Manuscript History Collection, sorted by subject:
  - [A-K](#)
  - [L-R](#)
  - [S-Z](#)
- Collection of Autograph Letters, sorted by author:
  - [A-G](#)
  - [H-O](#)
  - [P-Z](#)
- [General Conference Publications](#)
- Heritage Trails of the United Methodist Church
- Local Methodist Organizations

Interested in donating to the Theology Library?

Submit donations online at:  
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Remember to specify your donation is to the "Theology Library" at the bottom of the page.

Thank you for your time and contributions!

Library Hours (Academic Year):

Monday-Thursday 8:00 am – 9:00 pm, Friday 8:00 am – 5:00 pm, Saturday 10:00 am- 6:00 pm.

Summer and Intersession Hours:

Monday-Friday 8:30 am – 4:30 pm, closed Saturdays.

*The library is closed on Sundays and holidays.*

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L. Tom Perry Special Collections

Mormonism, Utah, and the West

Home / Veteran's History / Projects

### Navigation

- Home
- 19th Century Western & Mormon Manuscripts
- 20th Century Western & Mormon Manuscripts
- 21st Century Western & Mormon Manuscripts
- Larsen Yellowstone
- Veteran's History
- Projects**
  - Western & Mormon Publications
  - Women's Manuscript Collections

### Other Collecting Areas

- Literature
- World History & Culture
- Photographs
- Arts & Communications
- Music
- BYU History


### Mormonism, Utah, & the West

Trevor Alvord, Curator  
Connie Lamb, Area Specialist  
Ryan Lee, Curator  
John M. Murphy, Curator  
Russ Taylor, Curator  
Kristi Young, Curator


If you have reference questions relating to this collection or questions for the curator, please [contact us](#).

## Projects

### Saints at War



The Saints at War Project includes written and oral histories (with some select artifacts) of members of the Church of Jesus Christ of Latter-day Saints (Mormons) who served in the military during the 20th century. This includes those who served in World War I, World War II, the Korean Conflict, the Vietnam War and all other military campaigns of the last century. Collected materials include: personal histories, journals, correspondence, period photographs, small artifacts and first-hand accounts of war experiences.



To date, the project has focused mainly on World War II veterans. The Saints at War Project has recently (Summer 2002) initiated a campaign to acquire like materials for LDS Church service men and women in the Korean Conflict (1950 -1953) and the Vietnam War (1965 – 1973).

Begun in 1999 by Dr. Robert Freeman and Dr. Dennis Wright, of the Department of Church History and Doctrine, Brigham Young University, the Saints At War Project is in partnership with The Veterans History Project, a larger effort being undertaken by the U.S. Library of Congress. Selections from the veterans' accounts were compiled and published in 2001 under the title, Saints At War: Experiences of Latter-day Saints. Additionally, a Saints At War documentary was aired on KBYU on Veterans Day, November 11, 2001.

Dr. Freeman, reflecting on the importance of the project, said, "More than 1,100 American veterans are dying each day. These brave men and women will pass from our view very quickly and we felt an urgent need to capture their stories for future generations."

A Note About the WWII Archives:

During World War II, it is estimated that approximately 100,000 LDS served in uniform, on all sides of the conflict, and the project has now assembled collections from nearly 1,500 of these veterans. As of Fall 2002, 280 collections have been processed and are available to the public for research. Within the veteran's papers are accounts from prominent leaders of the Church of Jesus Christ of Latter-day Saints, including Thomas S. Monson, James E. Faust, Boyd K. Packer, Neal A. Maxwell, and David B. Haight. Besides these noted servicemen, the project archive includes revealing facts and narratives that bring new insights into war and national conflicts.

L. TOM PERRY  
SPECIAL COLLECTIONS

### Special Collections Events

### Mormonism, Utah, & the West RSS

- New Acquisitions
- New Resources
- Collection Highlights

### Catalog Search

Search the HBLL catalog:

### Manuscript Search

Search finding aids for selected manuscript collections.

### Digital Collections Search

Search for digitized content from our collections.



## Jewish Buffalo Archives Project

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[ARCHIVAL COLLECTIONS](#)

[ORAL HISTORIES](#)

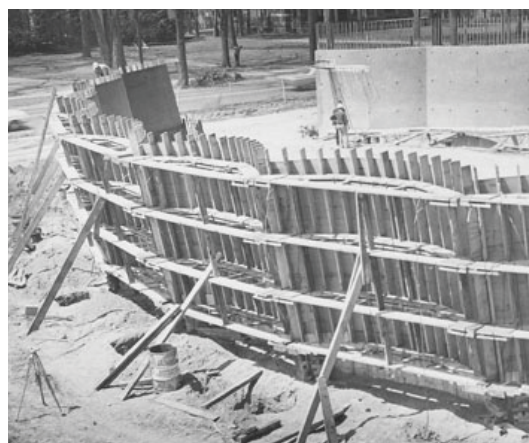
[OUR PARTNERS](#)

[IMAGE COLLECTION](#)



*Preserving Jewish History in Buffalo*

The ultimate aim of the Jewish Buffalo Archives Project is to comprehensively document the Jewish Community of Buffalo and the Western New York region in its near entirety.



### CONTACT INFORMATION

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Jewish Buffalo Archives Project

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(Attn: JBAP, Chana Kotzin)  
[archivesproject@bjebuffalo.org](mailto:archivesproject@bjebuffalo.org)

### About the Jewish Buffalo Archives Project

The Jewish Buffalo Archives Project was founded in 2007 under the auspices of the Bureau of Jewish Education of Greater Buffalo with a seed grant from the Foundation of Jewish Philanthropies.

The Jewish Buffalo Archives Project collects mainly twentieth century documentation relating to the diverse histories, religious traditions and cultures of Jewish communities within the Greater Buffalo area of Western New York, encompassing the geographic areas of Erie and Niagara Counties.

We pursue our mission by processing and preserving

the archival materials donated to us.

Currently we seek collections from both active and closed organizations and institutions including collections from synagogues, community based schools, community welfare and other agencies, Jewish cultural and social groups or initiatives, Jewish businesses as well as individual and family papers.

The Oral History Program augments archival materials by recording the unique recollections and stories of individuals who have played a part in creating and sustaining the wider Buffalo community that we have today. Individuals come from all backgrounds and parts of the community and together form a mosaic of Jewish life lived in a specific city, suburb and surrounds of Western New York.

This Jewish Buffalo Archives Project continues the legacy of collecting the history of the Jewish Communities of Buffalo and Western New York first compiled during the 1950s and 1980s. Those collections focused more exclusively on a core of central community agencies, and eventually culminated in the Jewish Archive of Greater Buffalo (Collection of Dr. Selig Adler), now open for public research at the University Archives, University at Buffalo.

The materials currently being collected and donated to the Jewish Buffalo Archives Project are being made available for public research at the University Archives, who as our partner institution, has agreed to be the repository for all our materials. The ultimate aim of the Jewish Buffalo Archives Project is to comprehensively document a mid-size American Jewish community in its near entirety, building a Jewish community archive for the 21st century, in order to draw scholars, researchers, journalists, educators, genealogists and others to explore this heritage, as well as to sustain and nourish the current Jewish community in Greater Buffalo. It will establish a comprehensive and unique resource of Jewish Americana for this region and

beyond and will serve as a model to other community programs seeking to document their own communities in the United States and beyond.

The Jewish Buffalo Archives Project was awarded the Debra E. Bernhardt Award for Excellence in Documenting New York's History in 2010 by the New York State Archives and received Documentary Heritage Grants from the New York State Archives in 2008 and 2011, with matching monies provided by the Foundation for Jewish Philanthropies. In 2012, in collaborative partnership with the University Archives, and with funding obtained from the Western New York Library Resources Council, a digital collection was launched on New York Heritage at:

<http://nyheritage.org/collections/jewish-buffalo-image-collection>

[University Libraries](#) > [Libraries & Collections](#) > [Special Collections](#) > [University Archives](#) > [Jewish Buffalo Archives Project](#)

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UCLA LIBRARY | Digital Collections

The Mazer Lesbian Archives at UCLA



Mazer Lesbian Archives at UCLA

About the Archive

The June L. Mazer Lesbian Archive at UCLA is an outreach and collection-building partnership between the *June L. Mazer Lesbian Archives* and the *UCLA Library*. These collections expand the pool of primary source materials available to researchers and to the community at large.

The partnership grew out of a project initiated by the *UCLA Center for the Study of Women* to inventory, organize, preserve, and digitize several of Mazer's key Los Angeles-themed collections.

Links

Project sponsor:

[June L. Mazer Lesbian Archives](#)

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Project sponsor:

[UCLA Center for the Study of Women](#)

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Project sponsor:

[UCLA Library](#)

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For access to the physical collections contact:

[Charles E. Young Research Library](#)  
[Department of Special Collections](#)

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For information about the digitized collections contact:

[UCLA Digital Library Program](#)

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Collections



**Connexus/Centro de Mujeres Collection**  
 Administrative records of one of the first Los Angeles non-profit organizations that catered and provided services to lesbians.
 

[Digital collections](#)
[Finding aid](#)

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**Cruikshank (Margaret) Collection**  
 Book reviews, publicity materials, proposals, correspondence, press releases and interviews relating to Lesbian Studies, Lesbian Path; New Lesbian Writing, Lesbian-Feminist Study Clearing House.
 

[Digital collections](#)
[Finding aid](#)

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**Faderman (Lillian) Collection**  
 Drafts of published papers, books and book reviews, research, correspondence, publicity materials and lesbian, gay and women's publications.
 

[Digital collections](#)
[Finding aid](#)

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**Southern California Women for Understanding (SCWU) Collection**  
 Records of Southern California Women for Understanding (SCWU), one of the earliest lesbian non-profit educational organizations in Los Angeles, California.
 

[Digital collections](#)
[Finding aid](#)

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**Women Against Violence Against Women (WAVAW) Collection**  
 Papers and organizational records, publications, ephemera and audio-visual materials.
 

[Digital collections](#)
[Finding aid](#)

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University Libraries > Libraries & Departments > Archives >

## Collections: The US Navy Japanese/Oriental Language School Archival Project (JSLP)



The Archives maintains **The US Navy Japanese/Oriental Language School Archival Project**, preserving the legacy of the US Navy Japanese/Oriental Language School, located at CU Boulder from 1942-1946.

Background Students/Staff Collections Assistance Research Activities Newsletter

In April, 2000, the Archives launched a third attempt to gather the papers, correspondence, photographs, and records of graduates of the US Navy Japanese / Oriental Language School, University of Colorado at Boulder, 1942-1946. We assembled these papers in recognition of the contributions made by JLS/OLS graduates to the War effort in the Pacific, the successful occupation of Japan, and postwar diplomacy, intelligence, reconciliation, and academia regarding Asia and the Pacific. Of certain historical interest are the activities of graduates in World War II code breaking, translation, interpretation, and intelligence. But the work of combat interpreters and interrogators has also attracted research attention. Those graduates who served in various capacities during the Occupation of Japan and during the attempts to gain surrender of the bypassed territories also had experiences fascinating to historians. Our new areas of interest are the post war roles played by graduates: in the teaching of Japanese and Asian languages, civilization and culture in higher education, in the US Foreign Service, in the intelligence community, and in grass roots efforts to establish sister cities, exchange programs, and reconciliation projects with Japan. In many instances, the graduates' war-time experiences had only tangential effects on their careers, but even those influences are interesting to scholars. These papers have been collected for use by scholars in Japanese history, World War II history, diplomacy and foreign affairs, and East Asian language and culture.

Captain Roger Pineau, USNR, began collecting information, and consulting with the Archives in the late 1970s, regarding the graduates of the school for the purpose of including their contribution to World War II naval history in the official record. In 1992, the Archives began to collect materials relating to the Japanese Language School, acquiring the papers of the Captain Roger Pineau and William Hudson. In addition, portions of the collections from Sidney DeVere Brown, Calvin Dunbar, Howard Boorman, Ross Ingersoll, Warren Johnston, Paul Sherman, Dean Towner, and Glenn Nelson were also acquired. The initial acquisitions were focused mainly on the Navy Japanese Language School and World War II.

In 2000, in response to research interest, we initiated a broad, intensive effort to document the US Navy Japanese Language School, located at the University of Colorado (1942-1946), the Chinese, Russian and Malay language programs that were added in 1944, and the careers and contributions of the sensei, instructors and the 1650 entrants to the language programs.



JLS, Univ. of Colo., summer 1942: Okamoto Sensei, Paul Farley, Robert Mandelstam, Roger Pineau, John Jago, Robert Kinsman, David Parkes

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The Sydney Heitman  
Germans from Russia  
Collection

Home Interviews Photos Browse About Resources Contact
 All fields GO

## The Sydney Heitman Germans From Russia Collection



his collection originally emerged to support research conducted as part of the Germans from Russia in Colorado Study Project, which was active at Colorado State University under Dr. Heitman's direction in the late 1970's. It includes a full range of secondary resources and many original documents dealing with the migration of Germans to Russia's open lands of the lower Volga River beginning in the 1760's, plus sources detailing their Russian sojourn and subsequent move to the United States over one hundred years later. Specialized information on local settlements in the United States and specific accounts of Germans from Russia in Colorado make this collection unique.

The collection documents early migration to Colorado settlements, religious and family matters, occupations, and social mobility. There is considerable material on the early sugar beet industry and the role of the Germans from Russia in its early growth, plus a general view of the history of Colorado from the perspective of this ethnic group. The story of the assimilation and influence of Germans from Russia in Colorado makes this collection an important resource for the understanding of the history and development of the state.


Formats include books, journal articles, theses, dissertations, oral history tapes and transcripts, photographs, manuscripts and government publications. Most of the collection is in English, but some German language materials are included.

In addition to academic study, the collection is frequently used for genealogical research.


A full-text Finding Aid for the collection is available online.



The Sydney Heitman Germans from Russia Collection is named in honor of the late Dr. Heitman to recognize his years of research and teaching about this ethnic group, the second largest in Colorado.



Dr. Heitman and his assistant documenting a Poudre grave site.



Historical sugarbeet harvesting

Colorado State University > Libraries > Archives & Special Collections > Digital Collections > Germans from Russia  
URL: <http://lib.colostate.edu/gfr/index.html> • Modified: 2014-09-03  
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Cornell University
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Cornell University Library > Rare and Manuscript Collections > Hip Hop Collection




**The Cornell Hip Hop Collection**  
 We are pleased to announce the arrival of the Bill Adler Archive with the opening of "Def Jam at 30: Declarations of an Independent - 1984-1985," a website which explores Def Jam's ground-breaking first year! ([read more](#)).

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Cornell University Library's Hip Hop Collection is honored to announce the appointment of DJ Afrika Bambaataa as a visiting scholar for a three year term ([read more](#)).

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The mission of the Cornell Hip Hop Collection (CHHC) is to collect and make accessible the historical artifacts of Hip Hop culture and to ensure their preservation for future generations. It is open to the public (please [contact us](#) for an appointment).

The Collection features: hundreds of party and event flyers ca. 1977-1985; thousands of early vinyl recordings, cassettes and CDs; film and video; record label press packets and publicity; black books, photographs, magazines, books, clothing, and more.

The original core of the Collection was established in 1999 by author and curator Johan Kugelberg. A former recording industry executive, Kugelberg sought to locate and preserve the earliest artifacts he could find concerning Hip Hop's emergence in the South Bronx and its spread throughout the New York City area in the 1970s and early 1980s. He donated his collection to Cornell University Library in 2007 after the publication of *Born in the Bronx: A Visual History of the Early Days of Hip Hop*, the book he edited in association with Joe Conzo, Jr. Although the earliest era of Hip Hop culture was the starting place for Cornell's Collection, our goal moving forward is to preserve the culture broadly, chronologically, geographically, in all its variations and sub-genres.

Since 2007 the CHHC has grown to include the archive of early Hip Hop photographer **Joe Conzo, Jr.**; the archive of **Charlie Ahearn**, director of *Wild Style* (1983), the first Hip Hop feature film; the archive of **Ernie Paniccioli** (*Word Up* magazine's photographer and author of *Who Shot Ya: 3 Decades of Hip Hop Photography*); the archive of **Buddy "The Flyer King" Esquire**; the archive of **"Breakbeat Lenny" Roberts** (co-founder of the Ultimate Breaks and Beats vinyl series); the archive of pioneering graffiti artist **Richie "SEEN" Miranda**; the archive of **Jorge "Popmaster Fabel" Pabon** (Vice President of the Rock Steady Crew and co-founder of Tools of War), and the archive of the *1GTimes* (a.k.a. *The International Graffiti Times*, one of the earliest and most influential graffiti 'zines). Additional details can be found on our [collections page](#).

Please [contact us](#) ([hiphopcollection@cornell.edu](mailto:hiphopcollection@cornell.edu)) for inquiries about the Collection, to schedule a visit, request a class presentation, or to offer materials for sale or donation.



Sunshine

Cary

photo by Joe Conzo


Cornell University Library

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For reference questions, please complete our [reference form](#). For feedback about this Web site, contact [rmcweb@cornell.edu](mailto:rmcweb@cornell.edu).

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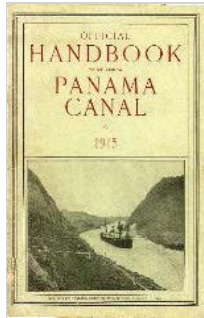
Panama and the Canal

HOME
TEXT SEARCH
ADVANCED SEARCH
VIEW ITEMS
SUBCOLLECTIONS

PRINT
SEND
ADD
SHARE

Search Collection:
Go

**Panama and the Canal** is a joint project from the University of Florida George A. Smathers Libraries and the Panama Canal Museum. *Panama and the Canal* builds from the [Panama Canal Museum's](#) rich collection of Panama and Canal Zone materials and the extensive holdings on Panama and the whole of Latin America from the University of Florida George A. Smathers Libraries' [Latin American & Caribbean Collection](#), [Government Documents Collection](#), and the [Map & Imagery Library](#). The Government Documents Department of University of Florida Libraries is the Center of Excellence for the U.S. Panama Canal Commission and its predecessor agencies.



**Additional Resources**

- [Panama Canal Centennial Online Exhibit](#)
- [The Panama Canal Museum Collection Blog](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [How to use Panama Canal Personnel Records at the National Archives \(finding Ancestors\)](#)
- [Contacts](#)
- [Centennial Celebration Website](#)
- [More, from the Panama Canal Museum](#)

Specialized collections within *Panama and the Canal* include:

- Panama Canal Museum Collection**  
The Panama Canal Museum, formerly located in Seminole, FL, closed in 2012 and transferred its collection to the Smathers Libraries, greatly enhancing UF's holdings on Panama and the Canal. The museum's mission was to document, interpret, preserve, and articulate the leadership role played by the United States in the history of Panama, with emphasis on the construction, operation, maintenance, and defense of the Panama Canal and the contributions to its success by people of all nationalities. This mission will continue to guide the preservation of the Panama Canal Museum Collection.
  - [See the Canal Record by the Isthmian Canal Commission online.](#)
  - [See the Canal Record by the Panama Canal Society online.](#)
  - [See all yearbooks online.](#)
  - [See all oral histories online.](#)
  - [See all materials, which include objects, photographs, artwork from indigenous peoples, newspapers, and ephemera.](#)
- The Leonard Carpenter Panama Canal Collection**  
Photographs, publications, artifacts, notes, correspondence. The collection primarily consists of photographs of Panama and the Panama Canal Zone during construction, beginning in 1914. The photographs show dredging and construction operations, workers, military personnel and camps, ships such as the U.S.S. Ohio, the dam at Pedro Miguel, an hydroelectric plant, locks, the Steamship Cristobal, Paraiso Yard, and a U.S. Navy dirigible. Most of the collection, particularly the photographs and items dated 1914 to 1929, originally were created or collected by Walter E. Boyd. He appears in a small number of the photographs, and two of the publications in the collection were mailed to him. The publications include guides, magazines, and brochures that provide historical and travel information about the Canal. Included among a small number of artifacts is a metal spike from the Pacific Coast railroad, which Boyd evidently brought to the U.S. in 1919. The collection also includes an 1887 letter, in French, regarding a proposal for a scheme to transport dredged rubble from the Canal.
- Documents of the Panama Canal Commission and Its Predecessor Agencies**  
As a Federal Depository Library, the Government Documents Department holds approximately 1,500 items published by the Federal Government relating to the planning for, building of and ongoing operation of the Panama Canal.

These holdings include 33 linear feet of publications produced by the U.S. [Panama Canal Commission](#) and its predecessor agencies, the [Panama Canal Company/Canal Zone Government](#), the Panama Canal, and the [Isthmian Canal Commission](#). Congressional hearings, committee reports, maps, and general documents concerning the Canal are included in this collection.

[See the LibGuide for additional information on the Panama Canal Center of Excellence.>>](#)

- **Newspapers from Panama**

- [Star & Herald](#), 1919-1922
- [Panama Workman](#), 1919-1930
- [Panama American](#), 1950-1959
- [Spillway](#), 1957-1963 and 1963-1999
- [Tropic Times](#), 1988-1999 (incomplete)

- **[Panama Canal Authority / Autoridad del Canal de Panamá \(ACP\)](#)**

- **[Panama Canal Expansion Project](#)**

The program for expansion consists of the construction of two new sets of locks, one on the Pacific and one on the Atlantic side of the Canal. Each lock will have three chambers and each chamber will have three water reutilization basins. The project entails the widening and deepening of existing navigational channels in Gatun Lake and the deepening of Culebra Cut. Proposed completion dates are 2014-2015. See a [live webcam of the project progress](#).

The collection is founded largely from the source document collections of the Panama Canal Museum, the University of Florida George A. Smathers Libraries' [Latin American & Caribbean Collection](#), [Government Documents Collection](#), and the [Map & Imagery Library](#).

#### SUBCOLLECTIONS



Oral Histories of Panama and the Canal



Panama Canal Stereographs



Documents of the Panama Canal

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ACTION-GARDIEN

Table de concertation communautaire de Pointe-Saint-Charles

Accueil

Qui sommes-nous?

Groupes

Quartier

Histoire communautaire

Contact

Recherche

Accueil

## Les Archives populaires de Pointe-Saint-Charles

En février 2007, les membres des *Archives populaires de Pointe-Saint-Charles* ont voté la dissolution de l'organisme.

Après près de 10 ans d'existence, de préservation et de classification d'archives communautaires, de recherche historique, de production d'outils d'éducation populaire, les *Archives* ont dû fermer leurs portes, faute de financement adéquat.

Afin de poursuivre le mandat d'archivage et d'éducation populaire en histoire, les membres des *Archives* ont décidé de transférer les fonds d'archives qui étaient conservés dans le quartier aux Archives de l'Université McGill. Et les outils qui ont été bâtis au fil des ans ont été remis à Action-Gardien.

### Table of contents [hide]

1. Pour fouiller dans les archives
2. Pour utiliser des outils d'éducation populaire sur l'histoire du quartier

### Pour fouiller dans les archives

Les documents conservés anciennement dans les locaux des *Archives populaires* peuvent être maintenant consultés aux *Archives de l'Université McGill* sous le nom du *Fonds Archives populaires de Pointe-Saint-Charles*. Ces documents proviennent entre autres de trois groupes importants dans le quartier : Clinique communautaire de Pointe-Saint-Charles, le Regroupement information logement et le Carrefour d'éducation populaire de Pointe-Saint-Charles.

On y retrouve des documents textuels, des photographies et des vidéos. Les heures d'ouverture des *Archives de l'Université McGill* sont du lundi au vendredi, de 9h00 à 12h30, et de 13h45 à 16h45. Les Archives sont fermés le vendredi durant la saison estivale.

Adresse : 3459 rue McTavish, édifice de la bibliothèque McLennan, local MS-60, au niveau de la rue (métro Peel). Site web : <http://www.archives.mcgill.ca/>

### Pour utiliser des outils d'éducation populaire sur l'histoire du quartier

Voici les outils que vous pouvez consulter ou emprunter en contactant Action-Gardien :

- Un CD-ROM de toutes les images numérisées pour le livre du Collectif CourtePointe;
- Un guide et une exposition sur les manufactures le long du canal Lachine et l'émergence de l'action communautaire à la Pointe (Des manufactures au quartier ouvrier);
- Un guide pour les ateliers sur l'immigration à la Pointe;
- Une exposition sur l'implication des femmes dans l'action communautaire (Du foyer au quartier);
- Une présentation power point sur l'histoire des Archives populaires de Pointe-Saint-Charles.

Vous pouvez emprunter le livre *Pointe Saint-Charles : un quartier, des femmes, une histoire communautaire* à la Bibliothèque Saint-Charles ou vous en procurez une copie aux endroits suivants :

- Clinique communautaire (500 rue Ash ou 1955 rue Centre);



### A L'ACTION !

- Habitation : À qui la Pointe?
- Aménagement
- Opération populaire d'aménagement (OPA)
- Trains
- Défense des droits
- Jeunesse
- Sécurité alimentaire
- Artères solidaires
- Santé mentale
- SOS Carrefour

### ACTUALITÉS

- Calendrier
- Bulletin des groupes : Juin 2015
- Toutes les nouvelles
- Offres d'emploi / Job offer (0)

### LA CYBERLETTRE D'ACTION-GARDIEN

Tenez-vous au courant de nos activités et des dossiers importants !

Email : \*

☒ S'abonner

☐ Me désabonner



### RECHERCHE

Chercher dans ce site :



### MEMBRES

- Services juridiques (2533, rue Centre, bureau 101);
- Saint Columba House (2365, rue Grand Trunk);
- Action-Gardien (2390 rue Ryde, suite 203).

Fichier attaché	Taille
<a href="#">archives_brochure_finale.pdf</a>	480.55 Ko



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Patricia Howe

Digital Content Strategist

Head, ScholarSphere User Services

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[Home](#)  
[Mission Statement](#)  
[Provenance](#)  
[Scope and Content](#)  
[Books](#)  
[A/V Material](#)  
[Photographs](#)  
[Collected Papers](#)  
[Reference](#)

**The Eighth Air Force Archive** is the result of the efforts of James Hill, the editor of the *8th AF News*. In 1950, Mr. Hill began collecting papers, audiovisual materials, and memorabilia from members of the 8th Air Force. Mr. Hill passed away in 1998, and the 8th Air Force Memorial Museum Foundation (8AFMMF) currently coordinates the acquisition and transfer of historical materials from veterans of the 8th Air Force to the Archive at Penn State.

In 1998, donors Sherry Petska Middlemas and George Middlemas Jr. established the Albert M. Petska Libraries Endowment to honor the memory of their fathers, both Air Force veterans. Albert M. Petska served in the 8th Air Force, and George M. Middlemas Sr. served in the 15th Air Force. This endowment provides for acquisitions and preservation.

Access: The Eighth Air Force Archive is open to all members of the 8th Air Force Veterans Association and to researchers, scholars, students, and the public without restrictions. Materials contained within the Eighth Air Force Archive can be photoduplicated, with the exception of fragile items (identified by the Special Collections Staff), and those materials subject to copyright protection.

Use the navigation tools at left to see some highlights from the collection.



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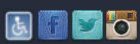
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Patricia Hswe  
Digital Content Strategist  
Head, ScholarSphere User Services  
  
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The Eighth Air Force Archive

[Home](#)  
[Mission Statement](#)  
[Provenance](#)  
[Scope and Content](#)  
[Books](#)  
[AV Material](#)  
[Photographs](#)  
[Collected Papers](#)  
[Reference](#)

Scope and Content

The Eighth Air Force Archive consists of approximately 110 cubic feet of records, over 500 audio and videotapes, and hundreds of artifacts. It is organized into seven subgroups: individual's collections, veteran's groups and memorial societies, photograph collection, book collection, audio-visual collection, newsletter collection, and images. Several series exist within each of the subgroups. Many individuals have donated their papers and other veteran's papers to the collection and are listed in the inventory. Members of the veteran's groups, the Eighth Air Force Historical Society and Eighth Air Force Memorial Museum Foundation donated papers related to those organizations. The photograph collection consists of originals and copies of images of personnel, aircraft, base life, and missions during the war, along with reunions, symposiums, and air shows that veterans attended in the years after the war. The book collection is housed in the Eighth Air Force Reading Room and all the books can be found on the libraries' online catalog. The audio-visual collection contains over five hundred titles which include gun camera footage, home movies of base life in England, reunions, symposiums, and documentaries. The newsletter collection is organized by organization and group numbers. The organizations include headquarters, ground crews, fighter groups, bomber groups, state chapters, and related veteran's groups. There are approximately one thousand books housed in the Eighth Air Force Room, adjacent to the Special Collections Reading Room. All of the books in the Eighth Air Force Archive are cataloged and can be found in the libraries' online catalog. Approximately one-third of the collection is devoted solely to the history of the 8th Air Force. Subjects include:

Aircraft Histories  
Anthologies  
Autobiographies  
Combat Group Albums and Histories  
8th Air Force Generals  
Listings of Aircraft, Combat Units, Personnel, Missing Air Crews and Aircraft Losses  
Mission Histories



Edward G. Robinson christens B-17 Flying Fortress "Happy Bottom" of the 381st Bomb Group at 8th Air Force Station 167 in England, 5 July 1944.



Crew member of the 379th Bomb Group models thigh protectors worn by bombardiers of the group. England, 19 June 1944.

Other notable topics covered by the collection include:

Allied and Axis Aircraft  
Americans in Great Britain  
Big Bands  
Class and Field Albums  
Eagle Squadron  
Equipment  
European Theater of Operations  
Films of World War II  
Germany  
Great Britain  
Humor  
Other World War II Air Forces  
POW's  
Women  
World War II Training Manuals

There are also general aviation books devoted to:

Military Air Strategy and Tactics  
Air War Histories  
Bibliographies and Reference Sources

Group State Chapter & Related Organization Newsletters and the 8AF News

Many of the bomber and fighter groups, along with their various support groups, are represented in this collection in the 8AF reading room. Newsletters from organizations related to the 8AF and state chapters are included. Some newsletters have complete runs, and many are incomplete.

Command and Associated Ground Groups, 1963-2001 There are sixteen titles from thirteen groups. The Second Air Division, which was organized just after the war in the 1940's started their newsletter in 1963 and continues to this day.

Fighter Groups, 1982-1998 There are thirteen titles from eleven groups.



Bomb Squadrons, 1981-1997 There are three titles from three bomb squadrons.

Bomb Groups, 1977-2001 There are forty-four titles from forty-one bomb groups. Many of the newsletters ran from the mid 1980's to the mid 1990's, when the many of the original 8th Air Force members were too old to continue participating in the nationwide groups. Some newsletters have continued to the twenty first century as the next generation and interested World War II historians have taken over the publications.

State Groups, 1986-2001 There are thirty-eight titles from thirty-six state historical chapters. As the original 8th Air Force members grew older and could not travel great distances for nationwide reunions, state chapters began to grow, enabling those members to still participate in some kind of 8th Air Force veteran's organization.

Related groups, 1981-2001 There are fifty four titles from 8th Air Force and World War II related organizations, such as the Air Force Enlisted Widows Home Foundation, the Air Forces Escape and Evasion Society, the B-17 Combat Crew & Wingmen, the Confederate Air Force, Bombardiers Inc., the Imperial War Museum and Duxford Aviation Society, the Sally B organization, and the Yankee Air Force.

The 8AF News, all issues beginning in 1975 to the present, are located in the 8AF reading room.

#### Collected Papers

The papers in the Eighth Air Force Archive, about fifty cubic feet, include originals and photocopies of World War II orders and reports, individual's logbooks and diaries, and papers from the 8AFHS and 8AFMMF, and the 8AF News editors. There are also newspaper clippings from the war period, as well as clippings from the 1970's to the 1990's on articles about 8th Air Force members and World War II aircraft. There are training manuals dealing with navigation, oxygen equipment for fighter pilots, a handbook for compass use, and training air base booklets. Also contained within the collection are typed manuscripts of several books written about the 8th Air Force, and short stories sent to the 8AF News for publication.



Men of the 390th Bomb Group check a map in the weather station at their 8th Air Force base in England. 15 September 1943.

There is correspondence from officers of the 8AFHS and letters received by Ed Kueppers (the Information Officer), requesting research and reference information on 8th Air Force personnel, aircraft, and missions. Among the subjects covered are: D-Day and fiftieth anniversary celebrations of the invasion; the Memphis Belle; cartoons; and songs and poems celebrating combat and wartime aviation exploits.

Two groups donated materials relating to time in the 8th Air Force. The 95th Bomb Group gave materials related to the anthology written by Ian Hawkins, along with veterans' group papers. The 355th Fighter Group also donated materials related to their veterans group from the 1970's to the 1990's.

There are papers on reunions to England from the 1970's to the 1990's, and yearly reunions of the 8AFHS from the mid 1980's to the mid 1990's.

There are materials from the first two editors of the 8AF News, John Woolnough and James Hill, about the production and publication of the magazine and the correspondence relating to each issue. There is material relating to general events of World War II and their relevance in the 1990's, such as the Glenn Miller Band, the Atomic Bomb Stamp, museums in the United States and England, and the CBC Documentary "The Valor and the Horror." The John Woolnough papers relate topics on reunions, financial matters, the board of directors, bomb and fighter group unit contacts, membership and general activities of the 8AFHS.

The Dennis Scanlan papers relate to the board of directors, general correspondence, and membership, of the 8AFHS and the 8AFMMF. Lastly, there are membership lists of some of the Bomber and Fighter Groups from the veteran's associations from the 1970's to the 1990's.



Ground crews making repairs on engines of a Boeing B-17 at Manston Air Base, England.

allied and axis aircraft, WACs, base life, and nose art. Most of the post World War II photos document bombing group reunions, both in the United States and England. Other photos highlight air shows and museums, state license plates, and some modern Air Force photos.

#### Photographs

The Archive includes a rich photograph collection organized under three main subject headings: bomber and fighter groups, general World War II, and post-World War II. Along with the bomber and fighter groups, such supporting groups as the photo recon group, strategic air depots, and base air depots are represented. There is also a separate folder devoted to the famed Memphis Belle of the 91st Bombing Group. Many of the general World War II photos were aerial shots taken from different heights. They show the coastline, villages and the countryside, targets before a strike, smoking targets and even a low level photo of a V-1 rocket taken from behind. Other photos include plane crews and individuals, scenes from London and the English countryside,

## California Social Welfare Archives

The California Social Welfare Archives (CSWA) was organized in 1979 to collect materials that chronicle the history and diversity of social welfare in California, with an emphasis on Southern California.

The Archives contains correspondence, minutes, memoranda, annual reports, research papers, conference proceedings, oral histories, and newsletters of California social welfare and related organizations which have reflected in their programs the development of social welfare programs, problems, issues, and services in the State. It also contains the personal papers of social workers or social work lay or civic leaders who participated in the emergence of social programs, public or private. Included in the collection are documents illustrating the roles of philanthropic groups and, especially, those depicting the history of marginalized groups as providers and consumers of mainstream social welfare services, as well as their experience in developing and using their own community services through, for example, benevolent societies and religious groups.



### Direction and Access

CSWA is located on the campus of the University of Southern California, Doheny Memorial Library, room 209. The Archives may be used by academic and community researchers (by appointment only).

Contact: Claude Zachary

Telephone: 213-740-2587

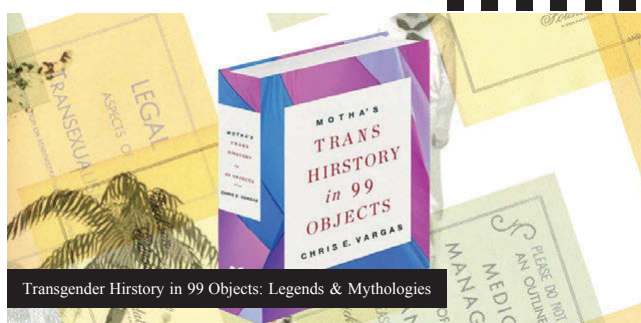
Email: [czachary@usc.edu](mailto:czachary@usc.edu)

Make an appointment through the Special Collections office at: 213-740-5900.

### IN THIS SECTION

[Overview](#)
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Miscellaneous Papers](#)
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[California Social Work  
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## ONE Archives at the **USC** Libraries



Transgender Hirstory in 99 Objects: Legends & Mythologies

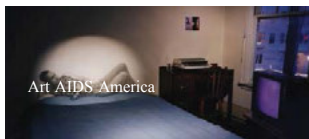
ONE National Gay & Lesbian Archives at the USC Libraries is the largest repository of Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) materials in the world. Founded in 1952, ONE Archives currently houses over two million archival items including periodicals, books, film, video and audio recordings, photographs, artworks, organizational records, and personal papers. ONE Archives has been a part of the University of Southern California Libraries since 2010.

Find information on the ONE Archives Foundation, the independent, community-partner of ONE Archives at the USC Libraries, [here](#).

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ONE Completes CLIR-Supported Project with GLBT Historical Society

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Pan Am Flight 103

Lockerbie Air Disaster Archives

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[Syracuse University Collections](#)
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[Audiovisual Collection](#)
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## In Memoriam

[John Michael Gerard Ahern](#)  
[Sarah Margaret Aicher](#)  
[John David Akerstrom](#)  
[Ronald Ely Alexander](#)  
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[Judith Ellen Atkinson](#)  
[William Garretson Atkinson III](#)  
[Nichole Elizabeth Avoyne](#)  
[Jerry Don Avritt](#)  
[Clare Louise Bacciochi](#)  
[Harry Michael Bainbridge](#)  
[Stuart Murray Barclay](#)  
[Jean Mary Bell](#)  
[Julian MacBain Benello](#)  
[Lawrence Ray Bennett](#)  
[Sgt. Philip Vernon Bergstrom](#)  
[Alistar David Berkley](#)  
[Michael Stuart Bernstein](#)  
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[Glenn John Bouckley](#)

## Pan Am Flight 103/Lockerbie Air Disaster Archives

This site is dedicated to the 270 men, women and children whose lives were lost in the bombing of Pan Am Flight 103 over Lockerbie, Scotland on December 21, 1988. Thirty-five students studying abroad with Syracuse University were killed in this terrorist attack.



[Read More](#)

## Timeline of Events: The Pan Am 103 Saga



This Timeline displays events related to the bombing of Pan Am Flight 103 and was created by the Pan Am Flight 103/Lockerbie Air Disaster Archives at Syracuse University to commemorate the 25th Anniversary of the tragedy.

[View Timeline](#)

## Archives Tribute

[Clare Louise Bacciochi & Clayton Lee Flick](#)



Clare Bacciochi and Clayton Flick were engaged November 5, 1988. Clare's father described her as "loving, caring, unselfish ... someone other people could share their problems with." Clayton was an avid athlete, playing soccer, rugby, cricket, and basketball at the school, city, and national levels. Their relationship was described by friends and family as "love at first sight." Clare and Clayton were buried together at the church where their wedding was to have been held. Their collection was donated by Jean Flick and Tracy Golpoor.

[Learn More](#)



## Exhibitions

[▶ "Timeline of Events: the Pan Am 103 Saga" \(2013\)](#)



PUBLICATIONS  
BOOK REVIEWS

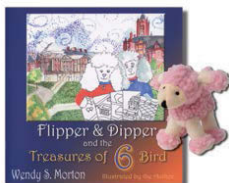


*On Eagles' Wings*



In Remembrance of all victims of the  
Lockerbie Air Disaster who died on  
December 21, 1988

SU Traditions Book  
Available



Wendy Solomon Morton '89 lost a dear  
friend, Sandy Phillips, in the bombing of  
Pan Am Flight 103. Proceeds from  
Wendy's book *Flipper and Dipper and  
the Treasures of 6 Bird*, about the  
traditions of SU, go to the Pan Am Flight  
103 Archives.

[Order online through the SU Bookstore](#)

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► "A Special Moment in Time: 1988 Fall  
Semester in London" (2009)

► "From Darkness into Light 20 Years  
of the Pan Am Flight 103 Archives"  
(2008)

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- [Give to the Pan Am 103 Archives](#)
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Access Newsletter



The University Archives publishes two  
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**SYRACUSE UNIVERSITY**  
**ARCHIVES AND RECORDS MANAGEMENT**

**Pan Am Flight 103/Lockerbie Air Disaster Archives at Syracuse University  
Collection Policy**

**Scope:**

The Pan Am Flight 103/Lockerbie Air Disaster Archives at Syracuse University (the Archives) is open to collections relating to all 270 victims of the terrorist bombing of Pan Am Flight 103 over Lockerbie, Scotland on December 21, 1988.

The Archives also collects materials relating to the aftermath of the bombing. This may include materials from investigators, legislators, lawyers, authors, reporters, producers, directors, composers, artists, government bodies, institutions or organizations, and families and friends of victims.

**Policy:**

The Syracuse University Archives established this archives in 1990 to:

- bring together in one place materials generated regarding the disaster and make those materials available for research, and
- provide a place to personalize our students whose lives were lost; where their families can donate materials by or about them to let the world know in some way what has been lost by their deaths.

In 2006 the scope of the Archives was expanded to include all 270 victims.

Materials donated to and kept by the archives must have enduring or historical value. Records of enduring value are those that document the history of Pan Am Flight 103; the operations, activities and procedures of various groups and organizations; the lives of the 270 victims and their families and friends as they relate to Pan Am 103; and the tireless efforts of the individuals who have been involved in the aftermath of the bombing.

Records may be in any physical format including but not limited to paper, microforms, photographs, drawings, maps, and electronic records such as, e-mail, voicemail, CDs and DVDs, videotapes and audio tapes, computer tapes and discs, and other electronic documents.

Categories of materials with enduring value include, but are not limited to:

**Records as a memorial to the victims - A Legacy**

- tributes, memorial services, scholarships
- news clippings and news footage
- condolence letters / sympathy cards
- death certificate / personal effects
- correspondence / postcards
- photographs
- audio / video tapes
- writings / poetry / artwork
- scrapbooks
- awards and recognitions
- personal items

**Records documenting what the families have accomplished**

- correspondence
- film footage
- trial information
- committee work
- clippings, news articles
- writings, articles, letters to editor, opinion pieces
- reports

**Records documenting victims' groups such as VPAF103**

- articles of incorporation, charters
- constitutions and by-laws
- meeting information such as announcements, meeting minutes and agendas
- newsletters and other publications
- clippings
- correspondence
- photographs
- reports (annual, committee, etc.)
- audio and video recordings
- membership lists and directories
- financial statements, budgets and treasurer's reports
- brochures and pamphlets
- press releases
- speeches
- subject files
- memorabilia


**Records relating to the aftermath of the bombing**

- legislation
- government reports
- court rulings and judicial opinions
- books
- musical compositions
- poetry
- theatrical productions
- dissertations and thesis
- hoaxes and conspiracies (*wantonly inaccurate materials or blatantly false information are not collected*)

Finding aids will be created for all processed collections and will make clear the collection's place in the story of Pan Am Flight 103. This will include the role of the individual who created or donated the materials and their relationship to the bombing.

There is no required cash gift associated with the donation of materials, but conserving and indexing collections, rehousing them in acid-free folders and boxes, storing them in an environmentally controlled facility, and providing worldwide access via the web are costly tasks. Support from individuals and organizations who donate records is always appreciated.



**International Archive of Women in Architecture**

[Home](#) [Guide to Collections](#) [Find Materials](#) [Donate Materials](#) [Support the IAWA](#) [Bliznakov Prize](#)

**The International Archive of Women in Architecture (IAWA)** was established in 1985 as a joint program of the College of Architecture and Urban Studies and the University Libraries at Virginia Tech. The purpose of the Archive is to document the history of women's contributions to the built environment by collecting, preserving, and providing access to the records of women's architectural organizations and the professional papers of women architects, landscape architects, designers, architectural historians and critics, and urban planners.

The IAWA began with a collecting focus on the papers of pioneering women in architecture, individuals who practiced at a time when there were few women in the field. However, the IAWA welcomes materials documenting all generations of women in architecture in order to fill serious gaps in the availability of primary source materials for architectural, women's, and social history research. Women who are interested in enhancing the historic record of architecture and related design professions should visit our [donations page](#) or contact the [IAWA Archivist](#) about donating materials to the IAWA.

The IAWA also collects books, biographical information, and published materials as part of its mission to act as a clearinghouse of information about the global history of women in architecture.

### Explore the IAWA

**IAWA Collections**  
Learn more about the IAWA collections, find materials, and plan a research trip.

**IAWA Biographical Database**  
Browse the IAWA Biographical Database to learn more about women in architecture around the world.

**Three Decades of the IAWA**  
Visit the IAWA timeline to learn more about the history of the IAWA collections.

**Blog Posts About the IAWA**  
Read about selected collections in the IAWA on the Virginia Tech Special Collections blog.

**Bliznakov Research Prize**  
Learn more about Dr. Milka Bliznakov, founder of the IAWA, and the annual research prize awarded in her honor.


Send questions or comments to:  
[IAWA Archivist](#), University Libraries  
Virginia Tech, P.O. Box 90001,  
Blacksburg, VA 24062-9001


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**Bliznakov Prize**  
(2014 Recipient)  
[Meredith Sattler](#)

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**Documenting Ferguson** is a digital repository that seeks to preserve and make accessible community- and media-generated, original content that was captured and created following the killing of 18-year-old, Michael Brown by police officer Darren Wilson in Ferguson, Missouri on August 9, 2014. A freely available resource for students, scholars, teachers, and the greater community, Documenting Ferguson has the ultimate goal of providing diverse perspectives of the events surrounding the conflicts in Ferguson.

Community participants and media representatives are invited to **contribute** original digital content, such as images, video, audio, and stories related to memorials, community meetings, rallies, and protests occurring in Ferguson and the surrounding St. Louis County and City.

A partnership between Washington University and St. Louis-area universities and organizations, contributed content is publicly available and is subject to an evaluation process. Materials containing unrelated or incriminating content will not be accepted.

A report containing the project's statement of purpose and detailing processes for technical and content development, collaborating with community organizations, and long term outcomes of the project, including assessment, is available [here](#).

The Documenting Ferguson project team includes

- LaTanya Buck (consultant), Director of Center for Diversity & Inclusion
- Rudolph Clay, Head of Library Diversity Initiatives and Outreach Services and African & African American Studies Librarian
- Shannon Davis, Digital Projects Librarian
- Meredith Evans, Associate University Librarian
- Makiba J. Foster, Subject Librarian for American History, American Culture Studies, and Women, Gender, & Sexuality Studies
- Chris Freeland, Associate University Librarian
- Nadia Ghasedi, Head of the Visual Media Research Lab
- Jennifer Kirmer, Digital Archivist
- Sonya Rooney, University Archivist
- Andrew Rouner, Director of Scholarly Publishing

- Rebecca Wanzo (faculty advisor), Associate Director for The Center of the Humanities
- Micah Zeller, Copyright Librarian

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## Project Explanation and Purpose

### Documenting Ferguson Statement of Purpose

Documenting Ferguson is a project of Washington University Libraries which seeks collaborative partnerships with local universities, cultural heritage institutions, and community organizations to preserve both local and national history surrounding the police killing of Ferguson, Missouri teenager Michael Brown on August 9, 2014. As an institution with a strong regional presence, the Libraries feel an obligation to the people of the St. Louis, Missouri region and to future research and scholarship of cultural events in our area. The project will document and create a permanent record of experiences related to this tragic event, including citizen protests and rallies; community reactions, meetings, and memorials; and capturing cultural events via social media.

As we solicit content from the community, we are committed to building better relationships with our partners and with surrounding communities. As entrusted stewards of the shared content, our goal is to ensure that the community's voices and perspectives are accessible and not forgotten. Through this partnered effort to create a community sourced repository of primary documents, we strive to facilitate dialog and encourage educational outreach and community reconciliation within greater St. Louis.

### Specific Components of Documenting Ferguson Project

#### Technical Development

##### Collecting Digital Content

**Omeka** - The Documenting Ferguson collection is currently delivered via Omeka digital exhibition software. Omeka provides basic functionality for creating items with basic Dublin Core metadata and associated media files. Items can then be organized in a thematic collection or a curated exhibit. Omeka also provides many plug-ins to expand on its fundamental functionality. Using Omeka's Contribution plug-in, we have provided a form for contributors to fill out, which allows them to select an item type for contribution, including story, image, video, audio and upload their media. Users fill out very basic metadata (title, creator, data, description, and geographic location) and provide their name and email address. Contributors must agree to the Terms & Conditions of the collection, written by Micah Zeller, Copyright Librarian and approved by WUSTL's Office of General Counsel. The Terms & Conditions ensure that contributions do not violate any person's copyright and gives WUSTL the right to archive, preserve, and use the material for this collection and for other purposes, barring profitable use.

Should a contributor wish to share a large number of media files, they may send files to Digital Library Services via dropbox (<http://www.dropbox.com>) with a corresponding file containing metadata for each item. Thus far, contributors have expressed satisfaction with the process, and when suggestions arise, modifications have been

made. For example, one of the first contributors shared over forty images and found completing a form for each item to be tedious. Responding to this concern, we put the dropbox work around in place. We will continue to respond to feedback from contributors to make this process as welcoming as possible.

As the site continues to reach more users and more content is contributed, using a standard such as Dublin Core and having minimal metadata facilitates interoperability and sustainability.

**Archive-It** - Archive-It is a service, built by the Internet Archive, that allows users to capture and archive born-digital content that is hosted on the web. All captured content is served through the Archive-It webpage under the capturing organization. You can see the Washington University page at <https://archive-it.org/organizations/786>. The service crawls websites and digs into the site to capture content that is linked from the main webpage. This method provides an archived website that is as true to the original in feel and functionality as is currently available.

The DFP is utilizing the Archive-It service in two specific ways. The Washington University Archives is capturing websites that are directly related to the campus and Wash U community. We are recording those sites and they are publicly available on the Washington University in St. Louis Archive-It webpage. In addition to this internal capture, DFP has coordinated with Archive-It to help supplement and strengthen their collection of web content. Archive-It developed a Google form that allows the public to submit websites that relate to the events that occurred and continue to occur in Ferguson, MO surrounding the August 9th, 2014 shooting of Michael Brown. The DFP webpage includes the link to the Archive-It form, encouraging continuing submissions to their collection of web content. WUA has also been collaborating with Archive-It, by submitting links directly. Both of these methods have helped to provide a significant amount of material to assist Archive-It in documenting the Ferguson events.

#### **Approving Content**

Once items are contributed, media files are stored on WUSTL hosted Omeka servers and an item is created in the Omeka system with metadata entered by the contributor. An email is automatically generated and sent to [digital@wumail.wustl.edu](mailto:digital@wumail.wustl.edu) so that an administrator in Digital Library Services (currently Shannon Davis) may review the contributed item. Items are by default put into the Documenting Ferguson Omeka collection, but are only viewable to those logged in to Omeka. After reviewing the contributed item file and metadata, the administrator makes the item public, so that anyone may view it. The project team has created a list of approval criteria for contributed items, which are as follows:

1. Content is related to the events surrounding the fatal shooting of Michael Brown in Ferguson, MO on August 9, 2014
2. File size of contributed content does not exceed 30 MB
3. Metadata submitted is deemed to be accurate by the administrator
4. Users have the right to submit content and submission does not infringe any existing copyright
5. Content does not provide personal information of the contributor or any other individual, including addresses, phone numbers, etc.
6. Content does not endorse any commercial product
7. Content does not pose a risk of damage to the network, computers, or servers of Washington University

### **Preserving Content**

To ensure long term sustainability of content in Documenting Ferguson, contributed items will be ingested in WUSTL's Fedora Repository for preservation. An administrator will copy files from the Omeka server to Digital Library Services servers and rename them with the contributor's last name, first initial, and descriptive information (for example, regesterm-manincrown-ggchurch.jpg). The metadata for the contributed item will be exported from Omeka using dcmes-xml (Dublin Core) output format and the new filename will be entered in the item's exported metadata. Ingesting items in Fedora also facilitates eventually moving the Documenting Ferguson collection from Omeka to Hydra.

### **Content Development**

The promise of the Documenting Ferguson project is in successfully securing a diverse collection of content for the project. The initial stages of content development will focus on obtaining and selecting content. As the repository grows and our partnerships develop, we plan to implement content programming focused on user education and community engagement.

#### **Obtaining Content**

Our suggested plan for securing content is a two-prong approach using a marketing strategy and collaborative partnerships. The marketing strategy will build awareness about the project through promotional literature and advertising. Building an awareness of DFP will spark interests and encourage participation through contributing content. Efforts to obtain content will require the DFP to create presence at local community events. This will also require assistance from our collaborative partners that might be sponsoring.

#### **Targeted Opportunities to Obtain Content:**

- Promotional literature
- Advertising in local media
- Recruit Wash U employees that are Ferguson residents to share promo materials
- Attend local events
- Contact with people directly involved in events (this may need to wait until we have more partnerships and trust established)
- Collaborate with Divided Cities outreach
- Create opportunities for current contributors to talk about their work to create awareness
- Create a component/infrastructure of DFP which will acquire physical content of the Ferguson Movement

#### **Selecting Content**

All content will adhere to guidelines set out in the Terms and Approval section. The review process for selecting i.e. accepting submitted materials will be an open policy. Our aim is not to limit perspectives on the aftermath of Ferguson. Some materials might seem tangentially related but because of the lens with which contributors view the issues they might see their content as wholly relevant.

### User Education and Community Engagement with Content

To ensure that the content of DFP is easily accessible to the community, we will create educational resources and programs that will allow for various forms and levels of engagement. Listed are ideas to engage in teaching and outreach:

- Research guide and workshops on Information, Media, and Visual Literacies.
- Start to develop a library research collection dealing with policing, activism, and other themes related to Ferguson unrest.
- Traveling book/reading list poster
- Recommended reading section on the issues

### Partnership Development

We have started a list of individuals and organizations that we think will be valuable to reach out to regarding this project. Please see the separate list. This area will take more time to flesh out, but we are continuing to work on this.

**WUSTL Community   Ferguson Community   Greater St. Louis Area**

### Long-term Outcomes

#### End product

Because we are in the early stages of this project some of these ideas may change, but the DFP team envision these results related to sustainability of the project, user education, and community engagement:

- Funding in support of community engagement events in the form of talks, symposia, screenings, and research
- Creating a collection to support advanced research of policing and community protest
- Training of librarians and the community on capturing oral histories
- A celebration and recognition of the contributors
- Student prizes/awards for use of DFP
- Equip a library team to be ready to mobilize when historic events happen within the community to document and preserve information

#### Assessment

##### Website and Omeka collection usage

To assess usage of the DFP website, Shannon Davis has set up Google Analytics for both the project website and the Omeka collection. Reviewing Analytics data will demonstrate increases in usage for the sites, particularly in

4

regards to when press releases were published and more attention was brought to the project. Already within the past month, pages within the Ferguson collection in Omeka are displaying as the top four page hits within Google Analytics. The Ferguson project at [digital.wustl.edu/ferguson](http://digital.wustl.edu/ferguson) has also received the highest page hits of all collections on the digital web server within the past month. Additionally, more qualitatively, it is evident that the project is getting wide exposure, with contributed content increasing steadily.


#### **Process/user contribution**

Initial contributors were asked their opinions on the process of submitting content. Their suggestions were implemented, with DLS accepting large quantities of contributed content via dropbox.com. While no further feedback on the contribution process has been received, the project team can survey random contributors to review their experience contributing to the project and how the process could be improved. While we hope that contributions to this collection will be ongoing for some time, the project team can perform periodic assessment of the success of work as a group on a shared project and how to improve such group work in the future. It is also expected that this collection will serve as a model for other community generated collections, so the workflow of receiving contributed content, making it available, and archiving digital content will be assessed (by Digital Library Services) for its efficiency and possible need for improvement. Similarly, the methods used to publicize this collection can be used as a model for projects in the future. A field has been added to the contribution form to capture data on how contributors heard about the project to determine the most successful PR methods. Once the content starts to grow we will revisit the open contribution policy to assess feasibility and relevance.

*Written by Documenting Ferguson Committee September 2014:*

- LaTanya Buck (consultant), Director of Center for Diversity & Inclusion
- Rudolph Clay, Head of Library Diversity Initiatives and Outreach Services and African & African American Studies Librarian
- Shannon Davis, Digital Projects Librarian
- Meredith Evans, Associate University Librarian (joined committee in Nov. 2014)
- Makiba J. Foster, Subject Librarian for American History, American Culture Studies, and Women, Gender, & Sexuality Studies
- Chris Freeland, Associate University Librarian
- Nadia Ghasedi, Head of the Visual Media Research Lab
- Jennifer Kirmer, Digital Archivist
- Sonya Rooney, University Archivist
- Andrew Rouner, Director of Scholarly Publishing
- Rebecca Wanzo (faculty advisor), Associate Director for The Center of the Humanities
- Micah Zeller, Copyright Librarian



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### K-W Oktoberfest, Inc. fonds

K-W Oktoberfest, Inc. fonds. - 1969-1988.

ca. 70 m of textual records and other material.

K-W Oktoberfest was started in 1969 by a small group of interested citizens and the four German clubs, under the auspices of the Visitors' and Convention Bureau of the combined Kitchener-Waterloo Chambers of Commerce, with the object of promoting tourism in the area. It was incorporated with a provincial charter as K-W Oktoberfest Incorporated in 1971 on a no-share capital basis. Except for a small professional staff, Oktoberfest is run by volunteers. A Board of Directors, Advisory Council, and committees oversee all aspects of the festival, which is held annually in October. K-W Oktoberfest's function is to plan, co-ordinate and promote the festival. The Corporation's financial support is derived from the sale of souvenirs, accreditation fees, sponsorships and donations.

Originally a beer festival patterned after the famous Munich Oktoberfest, the festival shifted emphasis in the early 1970's to promoting Oktoberfest as a cultural heritage event. Originally five days long, the festival now spans nine days; it is the world's second-largest Bavarian festival and features Canada's only Thanksgiving Day Parade and the Miss Oktoberfest Beauty Pageant, among many other events.

The records of K-W Oktoberfest document all aspects of the growth and day-to-day operation of the festival from its beginnings in 1969. They consist of incoming and outgoing correspondence, committee minutes and reports, publications, ephemera, audio-visual materials, and other material created or received by the Corporation in the course of its business. Records from 1969-1983 are incomplete.

Title based on contents of the fonds.

Includes 40 m of textual records, ca. 14,000 photographs, ca. 18,000 slides, 35 scrapbooks, 150+ videorecordings, 45+ sound cassettes, 30+ sound reels. 3 sound discs, 25 film reels.

Donated by K-W Oktoberfest Inc. in April 1992; additional accessions donated by individuals as listed in the finding aid.

Arranged in 7 subgroups:

- Oktoberfest Administrative Records;
- Additional Accessions;
- Ephemera and Realia;
- Publications;
- Publicity;
- Audio-Visual;
- Related Finding-Aids.

Some files contain personal information and are restricted.

Terms governing reproduction and publication: copyright and trademark are property of K-W Oktoberfest Inc. Releases and requests for reproductions will be obtained as appropriate.

Detailed finding aid available.

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**KW RECORD  
NEGATIVE  
COLLECTION**

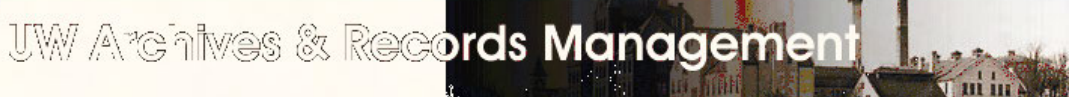
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& GENEALOGY**

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## Oral History Program


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### Madison's LGBT Community, 1960's to present

The fifth collection in the UW-Madison Campus Voices series tells the story of the LGBT community on campus and in Madison from the 1960's through today. Rather than one issue, one voice, one history, or one movement, the LGBT story encompasses many. We don't pretend to present a complete or comprehensive history— how could we when so many important stories are still waiting to be told? What you will hear instead are the voices of politicians, professors, students, and activists who comprise a small portion of our oral history collection and of the diverse stories not yet captured. Below, one will hear (and see) shared memories of organizations, civic actions, cultural spaces, and fights for justice. All aspects of this project hold one thing in common: the story-tellers believe their anecdotes to be undeniably significant in the history of LGBT life at UW, Madison, the state, and country. And we agree.

This project is funded in part by a grant from the New Harvest Foundation, Incorporated, and we would like to thank them for their outstanding generosity.



[Browse Madison's LGBT Community Interviews \(MINDS@UW\)](#). Enter **Madison's LGBT Community** into the search box to find oral history interviews with individuals featured in this project.

*Scroll over and press play to listen to Madison's LGBT Community, 1960's to present Podcast:*

Your browser does not support the audio element.


Click to view podcast transcript: [Madison's LGBT Community, 1960's to present Podcast Transcript](#)(PDF)

**Watch the Madison's LGBT Community Hotel Washington and Lysistrata mini-movie:**

Click on "captions" at the lower right of the player to view citations for images and audio clips. A version of this video is [also available on YouTube](#).

## Finding Aids and Guides

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# Finding Aid for the Rabbi Isaac Klein Papers, 1925-1979

## MS 149

State University of New York at Buffalo. University Archives

420 Capen Hall  
Buffalo, NY 14260  
United States  
Phone: 716-645-2916  
Fax: 716-645-3714  
Email: [lib-archives@buffalo.edu](mailto:lib-archives@buffalo.edu)  
URI: <http://library.buffalo.edu/archives>

Finding aid prepared by staff of the State University of New York College at Buffalo (Buffalo State) Archives.  
Finding aid encoded in EAD by Mark McGuire, December 2006.  
Finding aid written in English.  
Finding aid prepared using local best practices.  
Please use the following URL when citing this document:  
[http://purl.org/net/findingaids/view?docId=ead/archives/ubar\\_ms0149.xml](http://purl.org/net/findingaids/view?docId=ead/archives/ubar_ms0149.xml)  
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## Collection Overview

108 · Representative Documents: Finding Aids and Guides

**Title:** Rabbi Isaac Klein Papers, 1925-1979

**Collection Number:** MS 149

**Creator:** Klein, Isaac

**Extent:** 18 linear feet (13 cartons, 1 manuscript box, 1 custom box)

**Language of Material:** Collection material in English, Hebrew, and Yiddish.

**Repository:** State University of New York at Buffalo. University Archives

**Abstract:** Collection of Rabbi Isaac Klein includes school notebooks, correspondence, photographs, military service records, speeches, articles, manuscripts, and other writings relating to his life and teachings in conservative Judaism.

[\[Return to Top\]](#)

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## Administrative Information

### Preferred Citation

[Description and dates], Box/folder number, MS 149, Rabbi Isaac Klein Papers 1925-1979, University Archives, The State University of New York at Buffalo.

[See the Archives' preferred citations instructions for additional information.](#)

### Acquisition Information

The collection, as well as the larger Jewish Archives of Greater Buffalo Collection, was transferred from State University of New York College at Buffalo (Buffalo State) Archives in 2006 by the Jewish Federation of Western New York.

### Terms of Access

Rabbi Isaac Klein Papers, 1925-1979 are open for research.

### Copyright

Copyright of papers in the collection may be held by their authors, or the authors' heirs or assigns. Researchers must obtain the written permission of the holder(s) of copyright and the University Archives before publishing quotations from materials in the collection. Most papers may be copied in accordance with the library's usual procedures unless otherwise specified.

### Processing Information

Processed by staff of the State University of New York College at Buffalo (Buffalo State) Archives.

### Accruals and Additions

No further accruals are expected to this collection.

[\[Return to Top\]](#)

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## Biographical Note

Rabbi Isaac Klein was born in a village in Czechoslovakia on September 8, 1905. He migrated to the United States in 1920, determined to further his already considerable Judaic education. This brought him eventually to the Isaac Elchanan Yeshiva (now part of Yeshiva University). Meanwhile he completed high school and received his bachelor's degree from the City

College of New York. He earned his way through school by teaching part time.

As he was nearing ordination at the Yeshiva he transferred to the Jewish Theological Seminary of America where he was ordained in 1934. Previously, in 1932, he had married Henriette Levin and was blessed by three children: Hannah (Mrs. Paul Katz), Miriam (Mrs. Saul Shapiro), and Rivkah (Mrs. Gerald Berkowitz).

Rabbi Klein's first pulpit was Kodimoh Congregation, Springfield, Massachusetts, where he served until 1953 except for government service. He proved to be an outstanding chaplain and the story of those years is told in one of his many books. In 1950-1951, appointed by President Truman, he directed Jewish religious affairs in the American occupied sector of Germany. During his Springfield years, Rabbi Klein accomplished two outstanding feats. He received a Ph.D. in 1948 from Harvard University under the sponsorship of the late Professor Harry B. Wolfson. Even more difficult, Rabbi Klein was one of only two men in the century-old history of the Seminary to receive full ordination (S'micha).

In 1953 Rabbi Klein accepted the pulpit of Temple Emanuel in Buffalo, New York. In 1968 this synagogue merged with Temple Beth David to become Temple Shaarey Zedek. Rabbi Klein retired in 1972, spending his winters in California where he taught at the University of Judaism, lectured widely and, despite failing health, wrote many books and articles. His magnum opus, *A GUIDE TO JEWISH RELIGIOUS PRACTICE*, was published posthumously. A towering figure among the Conservative rabbis of his generation, Rabbi Klein leaned toward tradition both in personal practice and his influence on the movement.

Rabbi-Klein died in Los Angeles on January 23, 1979 and was buried in Buffalo, New York.

[\[Return to Top\]](#)

## Scope and Content Note

The collection consists of extensive writings by Klein on traditional Jewish practice and law. This includes manuscript material for his books *Guide to Jewish Religious Practice* (1979), *The Ten Commandments in a Changing World* (1963), *The Anguish and the Ecstasy of a Jewish Chaplain* (1974), and his translation of *The Code of Maimonides (Mishneh Torah): Book 7, The Book of Agriculture* (1979). Also represented are speeches, sermons, articles, and remarks from the conservative Jewish viewpoint on subjects such as medical ethics, dietary laws, adoption, and marriage and divorce. Meeting minutes, annual reports, bulletins, and sermons relating to Klein's rabbinical vocations in Springfield, Massachusetts and Buffalo, New York are also included. The papers contain photographs, wartime letters, and military records of Klein documenting his service in World War II as a director of Jewish religious affairs in Germany.

[\[Return to Top\]](#)

## Arrangement

While loosely organized into categories (biographical information, education, publications, Rabbinical Assembly, religious matters, and Temple Emanuel) within this finding aid, the physical arrangement of the collections' files has been maintained as processed by the staff of the State University of New York College at Buffalo (Buffalo State) Archives.

I. Biographical Information

II. Education

III. Publications

[IV. Rabbinical Assembly](#)

[V. Religious Matters](#)

[VI. Temple Emanuel](#)

[\[Return to Top\]](#)

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## Container List

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### I. Biographical information

Box-folder	Contents
1.1	Biographical information, 1925-1976
1.2	Undated biographical info
1.3-1.4	News clippings, 1950s-1979
1.5	Photographs, including family
1.6	Letters received after Klein's death (January 23, 1979)
1.7	Family material
1.8	Miscellaneous items
1.25	Offers of other positions - Jewish Theological Seminary, 1958
1.26	Rabbinical positions sought, including agreement with Kodimah, Springfield, 1934-1952
15.1	Photographs, Rabbi Klein
15.2	Photographs, Military
15.3-15.5	Photographs, Family
15.6	Photographs, World War II
15.7	Photographs, 1946-1949, War photos and later
15.8	Photographs, 1950-1959
15.9	Photographs, 1956-1959, Springfield, Massachusetts
15.10	Photographs, 1960-1969, Buffalo, New York
15.11	Photographs/Military, Mitchell Field, New York

## Guide to the Sidney Heitman Germans from Russia in Colorado Study Project Collection

Prepared by Colleen M. McCorkell  
Colorado State University Archives and Special Collections  
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Finding aid encoded in EAD Version 2002 by Alicia Conrardy, 2004.

### Collection Summary

<b>Creator:</b>	Colorado State University. Germans from Russia in Colorado Study Project
<b>Title:</b>	Sidney Heitman Germans from Russia in Colorado Study Project Collection
<b>Dates:</b>	1907-1997
<b>Bulk Dates:</b>	1976-1978
<b>Quantity:</b>	11.25+ linear feet
<b>Identification:</b>	UHSP
<b>Abstract:</b>	History professor Sidney Heitman established the Colorado State University Germans from Russia in Colorado Study Project in 1975. The study project focused on northern Colorado and conducted extensive interviews with Germans from Russia. The four-year project focused on the influence Germans from Russia had on Colorado, since they constituted the state's second largest ethnic group. The development of a comprehensive collection of material on Volga Germans in Colorado was a high priority of the project. The collection includes project files, oral history tapes and transcripts, conference papers, undergraduate student research, clippings, slides, and sound recordings. Personnel files and some oral histories are restricted.
<b>Contact Information:</b>	Archives and Special Collections Morgan Library Colorado State University Fort Collins, Colorado 80523-1019 USA Phone: 970-491-1844 Fax: 970-491-1195 Email: <a href="mailto:Archives and Special Collections">Archives and Special Collections</a> URL: <a href="http://lib.colostate.edu/archives">http://lib.colostate.edu/archives</a>

### Restrictions

#### Restrictions on Access

Personnel records which contain personal information are restricted until the person's death or fifty years, whichever comes first. Individuals may use their own file if requested.

#### Restrictions on Use

Some oral history tapes and correspondence permanently restrict the use of individual names. Not all of the material in the collection is in the public domain. Researchers are responsible for addressing copyright issues.

### Index Terms

This collection is indexed under the following headings in the Colorado State University Libraries online catalog. Researchers seeking materials about related subjects, persons, organizations, or places should search the catalog using these headings.



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**Subjects:**

- Russian Germans -- Colorado.

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**Persons:**

- Heitman, Sidney.

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**Organizations:**

- Colorado State University. Germans from Russia in Colorado Study Project.

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**Places:**

- Colorado.

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**Special Document Types:**

- Oral history.
- Audiocassettes.
- Slides (photographs).
- Photographs.

## **History**

Germans from Russia, or Volga Germans, originally came from Germany. During the eighteenth century, Catherine the Great and her grandson Alexander I invited Germans to settle rich farm lands along Russia's Volga River. They enjoyed about one hundred years of prosperity and considerable autonomy in matters of language, law, religion and social customs. Political turmoil in Russia at the end of the nineteenth century motivated thousands of Volga Germans to immigrate to the United States, where they settled on the plains of Kansas, Colorado, and the Dakotas. In the late 1970s, Volga Germans were Colorado's second largest ethnic group.

Dr. Sidney Heitman established the Germans from Russia in Colorado Study Project in 1975 at Colorado State University. As a memorial to him, the collection was named The Sidney Heitman Germans from Russia Collection, in his honor in 1993. The development of a comprehensive collection of material on Volga Germans in Colorado and on the broader subject of Volga Germans was a high priority of the project. The project consisted of more than ten staff members ranging in responsibilities of researcher to archivist to consultant. Sidney Heitman, James Long, Kenneth Rock, John Newman, and Timothy Klobardanz were the primary staff members during the project's four year existence. The study project consisted of five objectives: research, teaching and training, publication and dissemination of information, historic preservation, and public service.

The study project was part of the University's International and Intercultural Education programs in the 1970s. The University, the College of Humanities and Social Sciences, as well as public and private organizations jointly supported the project. Reduced funding for the 1979 academic year brought the end of the official work of the project. Many history professors involved in the project continued to contribute research and findings to the collection long after the official end of the study project.

Colorado State University's Archives and Special Collections were fairly new when the Germans from Russia in Colorado Study Project began. Archivist John Newman and project coordinator Sidney Heitman established the Germans from Russia Collection in the department as research was conducted and staff members collected materials. The department gained full ownership of the collection in 1996.

## **Scope and Contents**

The Sidney Heitman Germans from Russia in Colorado Study Project consists of materials dating from 1907 to 1997 with the bulk of materials between 1976 and 1978 at the height of the study project's activities. The materials in the collection are directly related to the study project Sidney Heitman founded in 1975. Documentation of the study project's operations is enlightening and the foundation of the collection. The study project collected conference papers

presented by staff members as well as undergraduate research papers to exemplify research topics. The Larimer County Naturalization Petitions contain genealogical information on several of the people staff members later interviewed for oral histories. The largest portion of the collection is the oral histories of early immigrants to Colorado. There are also some photographs of funeral scenes, family portraits, and Germans from Russia architecture. A few phonographs and 8-track tapes are also in the collection, as examples of their music styles.

### Arrangement

The materials in the collection have been completely rearranged. The former Germans from Russia Collection consisted of the study project papers, clippings files, books, and other items. Over the summer of 2003, the collection was split into three parts. All books not specifically donated to the study project were cataloged and entered into the library's online catalog. The remaining materials were split into two collections. The Sidney Heitman Germans from Russia in Colorado Study Project contains files related directly to the study project, while the Germans from Russia Collection contains primary document research supporting the study project.

The collection consists of four series in 13 boxes and 6 oversize items:

- [Series 1: Project files, 1974-1997](#)
  - Subseries 1.1: Correspondence of project members, 1974-1997
  - Subseries 1.2: Finances, 1975-1979
  - Subseries 1.3: Miscellaneous, 1974-1992
- [Series 2: Printed materials, 1907-1983](#)
  - Subseries 2.1: Correspondence, 1918-1996
  - Subseries 2.2: Field reports, 1975-1976
  - Subseries 2.3: Information bulletins, 1976-1979
  - Subseries 2.4: Miscellaneous, 1907-1978
  - Subseries 2.5: Clippings, 1974-1978
  - Subseries 2.6: Research generated, 1971-1983
- [Series 3: Community research conducted, 1926-1982](#)
  - Subseries 3.1: Slides, undated
  - Subseries 3.2: Miscellaneous, 1976
  - Subseries 3.3: Oral histories, 1968-1982
  - Subseries 3.4: Photographs, 1926-1978
- [Series 4: Oversize, 1908-1978](#)

### Information for Users

#### Preferred Citation

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Sidney Heitman Germans from Russia in Colorado Study Project Collection, Archives and Special Collections, Colorado State University.

#### Acquisition

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The Germans from Russia in Colorado Study Project directly placed items into the special collections department of Colorado State University Libraries throughout the project's existence. Formal ownership transferred to Colorado State University Archives and Special Collections in 1996.

#### Appraisal

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Not all items originally collected by the study project remain in the collection. Items removed were deemed illegible or unrelated to the collection. Illegible photocopies of A.C. Bauman's personal papers and sermons were discarded. Correspondence between members of the study project and Mr. Bauman are in Series 1, Subseries 1. David G. Rempel donated illegible photocopied documents from the Soviet Archives that were also discarded.

#### Processing

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Many people re-arranged the Germans from Russia Collection since the 1970s. In 2002 the collection underwent re-processing and only materials directly related to the study project remain in the Sidney Heitman Germans from Russia in Colorado Study Project Collection. The rest of the materials are in a separate Germans from Russia Collection. Processing of the collection was completed in December 2003. As the materials were being rearranged, they were inserted in acid-free folders. The majority of metal fasteners were removed and replaced with plastic clips as needed. All rubber bands and many self-stick notes were removed. Ditto sheets were removed when the duplicated pages existed. Newspaper clippings were inserted between sheets of acid-free paper. Loose photographs remain in individual folders of correspondence. All photographs and slides were inserted in archival sleeves, folders, or boxes. Duplicates of items beyond two were discarded.

### Separated Collections

Publications and papers not created by the study project were separated into the Germans from Russia Collection. Materials related to Germans from Russia across the United States and the world were placed in the manuscript collection while the study project is part of university archives. The Germans from Russia Collection contains separated materials including books, newspaper clippings, and maps of Germans from Russia in the United States, not just Colorado. Books which support both collections are also cataloged and can be found in the library's online catalog.

### Related Collections

Many Germans from Russia settled in Northern Colorado upon arrival in the United States. More information is available at the Greeley Museum, the Windsor Museum, and the Fort Collins Museum and Local History Archive.

### Other Formats

Colorado State University Libraries operates a website devoted to the influence of Germans from Russia on Colorado (<http://lib.colostate.edu/gfr/>). It contains selected audio files of oral histories, transcripts, scanned photographs, and the finding aid. All materials concerning Germans from Russia on the website are located in the Sidney Heitman Germans from Russia in Colorado Study Project Collection.

### Collection Details

*Note: Title information supplied by the archivist is bracketed. The majority of folder titles are followed by their contents indented below. Series 1 does not contain content listings. Two identical copies of the same item are indicated by the phrase "2 copies" at the end of the entry for printed materials and the phrase "2 sets available" for oral history tapes.*

#### Series 1: Project files, 1974-1997

This series consists of the internal files the study project kept. The majority of the items date to the late 1970s with some correspondence in the 1990s concerning transferring ownership to the University Archives. The materials are maintained in order found. Members of the project arranged materials topically and then chronologically.

#### Box Folder

		Subseries 1.1. Correspondence of project members 1974-1997.
		Project members regularly corresponded concerning the study project and the collection. The majority of the correspondence occurred from 1975-1978. Members discussed a variety of topics and sometimes with donors to the project. Some materials arranged alphabetically and then chronologically.
1	1	American Historical Society of Germans from Russia.
1	2	AHSGR Work Paper.
1	3	General Correspondence.
1	4	To: Newman, J. From: Heitman, S..

## Guide to the Cornell University Library Hip Hop Collection, circa 1975-1985.

Collection Number: 8021

Division of Rare and Manuscript Collections  
Cornell University Library

**Contact Information:**

Division of Rare and Manuscript  
Collections  
2B Carl A. Kroch Library  
Cornell University  
Ithaca, NY 14853  
(607) 255-3530  
Fax: (607) 255-9524  
[rareref@cornell.edu](mailto:rareref@cornell.edu)  
<http://rmc.library.cornell.edu>

**Compiled  
by:**

Gabriel  
McKee  
Sam Kilroy  
Kugelberg  
Alex Harlig

**Date  
completed:**

August 2008  
August 2008  
May 2010

**EAD encoding:**

Evan Fay Earle,  
February 2009, June  
2010

**Date  
modified:**

Jude Corina,  
October 2014

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### DESCRIPTIVE SUMMARY

**Title:**

Cornell University Library hip hop collection, circa 1975-1985.

**Collection Number:**

8021

**Creator:**

**Quantity:**

circa 25 cubic feet.

**Forms of Material:**

Audio Recordings, Memorabilia, Photographs, Printed Materials

**Repository:**

Division of Rare and Manuscript Collections, Cornell University Library

**Abstract:**

The collection documents the origins of hip-hop as music, culture and community in the Bronx, NY, and its influence on the history of music, art, performance, and activism in America during the final third of the 20th century and beyond.

**Language:**

Collection material in English

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### COLLECTION DESCRIPTION

Contains nearly 1,000 recordings (primarily LP records), the photographic archive of Bronx photographer Joe Conzo, Jr., textile art, books and magazines, and more than 500 original party and club flyers designed by Buddy Esquire and others. The collection documents the origins of hip-hop as music, culture and community in the Bronx, NY, and its

influence on the history of music, art, performance, and activism in America during the final third of the 20th century and beyond.

Also, t-shirts, tote bag, and other memorabilia documenting the 2008 Hip Hop Conference and Celebration at Cornell; and a poster for Spike Lee's motion picture Do the right thing (1989).

---

## SUBJECTS

### Names:

Afrika Bambaataa, 1960-  
Conzo, Joe,  
Kugelberg, Johan, 1965-

### Subjects:

Hip-hop.  
Hip-hop--United States--History.  
Rap (Music)  
Hip-hop  
Rap (Music)  
Rap musicians.  
Hip-hop--New York (N.Y.)  
Rap (Music)--New York (N.Y.)  
Graffiti.  
Street art.  
Break dancing.  
Break dancing--History.  
Disc jockeys.

### Places:

Bronx (New York, N.Y.)  
Bronx (New York, N.Y.)--Social conditions--20th century.

---

## INFORMATION FOR USERS

### Restrictions on Access:

By appointment only.

### Restrictions on Use:

Sound recordings on vinyl may be requested and viewed, but not played.  
Rights to original photographs by Joe Conzo, Jr. held by the photographer.

### Cite As:

Cornell University Library hip hop collection, #8021. Division of Rare and Manuscript Collections, Cornell University Library.

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## NOTES

Spelling of artist names is, in most cases, as it appears on the album, this leads to some discrepancies.

Books and LPs associated with the collection are also cataloged individually in the library catalog.

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## SERIES LIST

**Series I. Sound Recordings**

Boxes 1-24, 46-47

[Box 1 - LPs - SR 19-63](#)

[Box 2 - LPs - SR 64-112](#)

[Box 3 - LPs - SR 113-154](#)

[Box 4 - LPs - SR 155-205](#)

[Box 5 - LPs - SR 206-259](#)

[Box 6 - LPs - SR 260-310](#)

[Box 7 - LPs - SR 311-357](#)

[Box 8 - LPs - SR 358-412](#)

[Box 9 - LPs - SR 413-465](#)

[Box 10 - LPs - SR 466-520](#)

[Box 11 - LPs - SR 521-573](#)

[Box 12 - LPs - SR 574-623](#)

[Box 13 - LPs - SR 624-676](#)

[Box 14 - LPs - SR 677-723](#)

[Box 15 - LPs - SR 724-775](#)

[Box 16 - LPs - SR 776-827](#)

[Box 17 - LPs - SR 828-851](#)

[Box 18 - LPs - Duplicates of some items from Box 1-17](#)

[Box 19 - 45s and 7" records - SR 852-922, includes duplicates](#)

[Box 20 - CDs - CD 360-398](#)

[Box 21 - CDs - CD 399-414, includes duplicates](#)

[Boxes 22-24 - Expansion space](#)

[Boxes 46-47 - CDs - CD 1470-1510 - Prints created by Cornell Library's digital reproduction lab in 2014 for Joe Conzo's exhibition at the Rock and Roll Hall of fame](#)

**Series II. Videos**

Shelved separately

**Series III. Joe Conzo Archive**

Boxes 25-31

[Subseries III.a. Large Format Prints - Cold Crush Brothers](#)

[Subseries III.b. Large Format Prints - Bronx, N.Y. Scenes](#)

[Subseries III.c. Large Format Prints - Duplicates](#)

[Subseries III.d. 8 x 10 Prints - Modern, Reprints](#)

[Subseries III.e. 8 x 10 Prints - Contemporary to original photo date](#)

[Subseries III.f. 4 x 6 Prints - Cold Crush Brothers](#)

[Subseries III.g. 4 x 6 Prints - Bronx, N.Y. Scenes](#)

**Series IV. Party and Club Fliers**

Boxes 32-37

[Subseries IV.a. Major Club Venues](#)

[Subseries IV.b. Other Clubs and Venues](#)

[Subseries IV.c. Oversized Fliers](#)

[Subseries IV.d. Original Flyer Art](#)

[Subseries IV.e. Buddy Esquire Flier Working Files](#)

**Series V. Textiles and Art**

Boxes 42, 45

**Series VI. Born in the Bronx**

Boxes 39-41

## CONTAINER LIST

Date	Description	Container	
Series I. Sound Recordings			
These recordings have individual records in the library catalog. The individual record in the catalog contains additional information not included here.			
	LPs - SR 19-63	Box 1	
2006	<b>Big Apple rappin' Vol. 1, The early days of hip-hop culture in New York City, 1979-1982</b> <u>Performed by:</u> Various performers  <u>Publisher:</u> Soul Jazz Records <u>Track listing:</u> Spoonin' rap (Spoonie Gee) (6:58) -- Sure shot (Xanadu) (5:26) -- How we gonna make the black nation rise (Brother D with Collective Effort) (5:51) -- Rapping dub style (General Echo) (4:13) -- Catch the beat (I' Ski Valley) (8:33) -- Dancing heart (Universal 2) (7:52) -- Funkbox party (Masterdon Committee) (6:58) -- Weekend (Cold Crush Brothers) (5:35).	Box 1	SR-19
2006	<b>Big Apple rappin' Vol. 2, The early days of hip-hop culture in New York City, 1979-1982</b> <u>Performed by:</u> Various performers  <u>Publisher:</u> Soul Jazz Records <u>Track listing:</u> Big Apple rappin' (Spyder D) (10:18) -- Mr. Q (DJ Style) (5:04) -- Fly Guys rap (The Fly Guys) (7:41) -- Get the party jumpin' (Solo Sound) (6:17) -- Rock the beat (The Jamaica Girls) (6:23) -- Standing on the top (Super 3) (6:52) -- Are you ready (I' Swann, Peewee Mel & Barry B (7:31) -- The ultimate rap (Nice and Nasty 3) (9:17).	Box 1	SR-20
1984	<b>Breakdancing / produced by Don Oriolo and Juergen Korduletsch</b> <u>Performed by:</u> Various performers	Box 1	SR-21

## Panama and the Canal at UF: Home

 Search

This guide discusses the Smather's Libraries holdings for the Panama Canal Zone, including digital collections.

- Home
  - Panama Canal Museum Collection
  - Center of Excellence
  - Educational Outreach
  - Contact Us
- Materials on West Indians in the Panama Canal Museum Collection

### Quick Links

- [Library Catalog](#)
- [Smathers Library](#)
- [Government Documents](#)
- [Humanities and Social Science Guides](#)
- [Marston Science Library](#)
- [Suggest Items for Purchase](#)

### Welcome

***Panama and the Canal*** is a joint project from the University of Florida George A. Smathers Libraries and the Panama Canal Museum. *Panama and the Canal* builds from the [Panama Canal Museum's](#) rich collection of Panama and Canal Zone materials and the extensive holdings on Panama and the whole of Latin America from the University of Florida George A. Smathers Libraries' [Latin American Collection](#), [Government Documents Collection](#), and the [Map & Imagery Library](#).

Upcoming plans include a Centennial Weekend Celebration and exhibits installed across the library system for the 100th anniversary of the Panama Canal in 2014, and the digitization of documents related to the U.S. Panama Canal Commission and Canal Zone newspapers currently only available on microfilm.

### From the Panama Canal Museum Collection

S.S. Advance passing Point Cristobal





The transit of the S.S. Advance from Cristobal to Miraflores Locks on August 9, 1914, was among several trial runs made before the S.S. Ancon traversed the Atlantic to the Pacific in the first official transit of the Panama Canal on August 15, 1914.

#### Keep Up To Date

Follow the progress of the Panama Canal Museum Collection processing on the [Panama Collection Blog](#).

- [View of a Train Approaching](#)
- [Relocation of the P.R.R., 1910](#)
- [Front Street and Panama R.R. Yard. Colon, 1907](#)
- [Panama Railroad](#)
- [Cacti and shrubbery](#)

[Website](#) | [Feed](#)



Richard J. Daley Library Special  
Collections and University  
Archives

Bethlehem Howell Neighborhood Center collection  
MSBHNC70

An inventory of the collection at the University of Illinois at Chicago

**TABLE OF CONTENTS**

Summary Information  
Administrative History  
Scope and Contents  
Administrative Information  
Controlled Access Headings  
Bibliography  
Collection Inventory  
    Series I: Bethlehem  
    House File List  
    Series II: Howell House  
    File List  
Oversized Material  
Glass Slides

**SUMMARY INFORMATION**

**Repository**

Richard J. Daley Library Special Collections and  
University Archives

**Creator**

Neighborhood Service Organization (Chicago, Ill.).

**Title**

Bethlehem Howell Neighborhood Center collection

**ID**

MSBHNC70

**Date [inclusive]**

1894-1969

**Extent**

25.5 Linear feet

**Language**

English

**Abstract:**

Bethlehem Center and Howell House were church-related neighborhood houses serving the Pilsen area on the Near West Side. They provided religious, social services, and personal welfare assistance to an immigrant community composed predominantly of Bohemians, Poles, and Czechs. The two centers cooperated throughout their history, merging in 1961 as the Neighborhood Service Organization. The Neighborhood Service Organization, popularly known as Casa Aztlan, continues to serve the Pilsen area.

**Preferred Citation**

Bethlehem Howell Neighborhood Center collection,  
Special Collections and University Archives,

University of Illinois at Chicago

[Return to Table of Contents »](#)

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## ADMINISTRATIVE HISTORY

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After nearly 50 years of separate settlement house existence, the Bethlehem Community Center and Howell Neighborhood House merged in 1965 to form the Neighborhood Service Organization. The consolidation occurred after both houses saw their operating budgets shrink, their once predominantly Czech, Croatian, and Serbian constituencies move out of the neighborhood, and the effectiveness of their settlement organizations dwindle. When both neighborhood houses joined, their charter stated the new Service Organization's goal as: "To be a neighbor to the neighbors in such a way that families are strengthened, lives are made more meaningful and purposeful and individuals see and understand the dignity and worth that is theirs as children of God."

In 1884, Congregational Church Union members created the "Bethlehem Mission" in the predominantly Bohemian Pilsen neighborhood. Located at 1853 South Loomis Street, the settlement hosted hundreds of events in its 80 years of existence that included dances, camps, theater programs, home shows, conferences, church services, and adult education classes. Bethlehem Center initiated some of its most far-reaching programs from the 1930s to the 1950s under the direction of H.W. Waltz, Jr. and later, Clifford Manshardt. In 1944, Manshardt wrote that the center "[stood] for all that is best in this community." He continued that out of Bethlehem came "a Man who challenged the idealism of the world, and it is our hope that out of this Bethlehem will come men and women who will challenge all that is mean and degrading in our community and city." During the 1940s, the Bethlehem Community Center participated in several war-related activities and received hundreds of letters from soldiers serving in the armed forces. After the war, the settlement house held membership in the Chicago Federation of Settlements and Neighborhood Centers, the Welfare Council of Metropolitan Chicago, and the Southwest Central Community Council. By the 1950s, the increasing growth of the welfare state combined with the professionalization of social work and transformed the settlement movement. Bethlehem and Howell Houses, like other settlements, became a more structured social service provider and began working with government agencies.

The Women's Presbyterial Society established Howell Neighborhood House for Home Missions, otherwise known as the "Bohemian Settlement House" in 1905. The

mission's first initiative in the "Little Pilsen" neighborhood was a kindergarten in a small building on the corner of Nineteenth Place and May Street. "To stand on the corner of Blue Island Avenue and 18th Street [in those days]," Gertrude Ray later wrote, "was to stand in the heart of a Czech city with a population second only to Prague." The house expanded rapidly and by 1914, the board of management had created, among others, Boys and Girls Clubs, a Sunday school, a library, and an English Night School. C.D.B. Howell, for whom the settlement house was later renamed in 1919, taught Sunday school and brought in other teachers from the neighborhood in these formative years. Additionally, Howell led a fund-raising drive in 1913 that raised money for construction of a larger settlement building at 1831 South Center Street (now Racine). Gertrude Ray, one of the most significant figures of the Howell Neighborhood House, served as both worker and head resident from 1910 to 1945. After retiring briefly to Florida, she returned to Howell House in 1952 to serve on its board of directors. Ray remained one of the most revered and admired members in Howell House history. Just like Bethlehem House, the Howell Neighborhood Center succumbed to the changing demographics and needs of the Pilsen neighborhood. Howell House later became the main building housing the Neighborhood Service Organization.

[Return to Table of Contents »](#)

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## SCOPE AND CONTENTS

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This collection reflects the activities performed by both the Bethlehem and Howell Neighborhood Houses and their relationships with outside government bodies, community organizations, settlement houses, religious institutions and service agencies. The bulk of the work consists of correspondences, reports, and community activity from 1935 to 1955. The BHNC collection provides hundreds of documents depicting second-generation immigrant social and community life in the Chicago's Pilsen Neighborhood. Though Bethlehem and Howell House documents remain separate, both files contain Board reports, staff correspondences, newsletters, class schedules, church rosters, donation records, settlement publicity, newspaper clippings, individual club records, letters from World War II soldiers, and numerous photographs.

The Bethlehem House is divided into three series reflecting the administrative structure, house activities, and photographs. The first series, administrative records, is divided into newsletters, board minutes, board reports, and finance. The second series, programs, is divided into camp, church, classes, clubs, and community subseries. Both administrative records and programs illustrate how Bethlehem House extended its services and concern well

outside of its immediate community. Photographs depict neighborhood life in Pilsen and within Bethlehem House from the 1900s to the 1960s. The Howell House file remains significantly smaller than Bethlehem House and therefore has not been divided into series or subseries.

[Return to Table of Contents »](#)

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## ADMINISTRATIVE INFORMATION

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### Publication Information

Richard J. Daley Library Special Collections and University Archives 2004-04-19

801 S. Morgan Street  
Chicago, Illinois, 60607  
312.996.2742

### Restrictions on Access

None

### Custodial History

Materials in this collection were donated to the University of Illinois at Chicago Daley Library's Special Collections Department by the Neighborhood Service Organization on January 12, 1970. In 2004, the Bethlehem and Howell House accessions were arranged by the cataloger.

[Return to Table of Contents »](#)

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## CONTROLLED ACCESS HEADINGS

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### Corporate Name(s)

- Bethlehem Center (Chicago, Ill.). -- Archives
- Howell House (Chicago, Ill.). -- Archives

### Geographic Name(s)

- Pilsen (Chicago, Ill.).

### Subject(s)

- Chicago Ethnic Groups.
- Chicago Neighborhoods.
- Community centers -- Illinois -- Chicago.
- Hull-House and Settlement House History.

[Return to Table of Contents »](#)**BIBLIOGRAPHY**

"Notice" for the Bethlehem Community Center. Written by Clifford Manshardt, October 9, 1944. Box 9, Folder 59.  
 "Preamble" for the Bethlehem Community Center. 1937. Box 10, Folder 67. "Bohemian Settlement House By-Laws. Effective Jan. 1, 1914." Box 35, Folder 240. "Plan of Consolidation" for the Neighborhood Services Organization, 1965. Box 37, Folder 255. "Howell Neighborhood House: Its Forty Years, 1905-1945" by Gertrude Ray: also, "Miss Ray's Book of Memories and Howell House Today. 1955." Box 39, Folder 270.

[Return to Table of Contents »](#)**COLLECTION INVENTORY****Series I: Bethlehem House File List**

**Sub-series I: Administration Records** Sub-series contains all administrative records relating to the administrative structure of Bethlehem House from 1884 to 1969. This series includes newsletters, board meeting minutes, board reports and financial records of the settlement. Sub-series comprises 6.75 linear feet of textual material (13.5 boxes).

Sub-sub series A: Newsletters Bethlehem staff and volunteers composed newsletters in order to publicize the center's neighborhood involvement. The newsletters cover the years 1938 through 1950 and include published articles about meeting schedules, club reports, community events, and neighborhood activities. Additionally, the newsletters contain local advertisements and letters from local residents. Sub-sub-series comprises .75 linear feet of textual material (1.5 boxes).

	<b>Box</b>	<b>FOLDER</b>
Newsletters, 1938-1941	1	1
Newsletters, 1943-1948	1	2
Newsletters, 1943-1944	1	3
Newsletters, 1944-1945	1	4
Newsletters, 1945-1948	1	5
Newsletters, 1948-1949	2	6

CONTACT US

SITE MAP, A-Z

MAKE A GIFT

Smart Search

Find Resources

Services

My Personal Library

About the Libraries

Help

Campus Libraries

Hours

Collection Guides Home

Collection Overview

Biographical Note

Content Description

Administrative Information

Detailed Description of the Collection

HISTORY

ADMINISTRATION

ACTIVITIES

ORGANIZATIONS AND ACTIVISM

SCHOLARSHIP PROGRAM

SPANISH-SPEAKING ELDERLY PROGRAM (SSEP)

STATE AND NATIONAL LULAC REPORTS

NEWSPAPER CLIPPINGS

PHOTOGRAPHS

NEWSLETTERS

Subjects

Guide to the League of United Latin American Citizens (LULAC) Council 10 (Davenport, Iowa) records

Print this Collection Guide | Email this Collection Guide

Collection Overview

Date Span: 1959-2009

Creator: League of United Latin American Citizens (LULAC) Council 10 (Davenport, Iowa)

Extent: 5.75 linear feet.

Collection Number: IWA0733

Repository: Iowa Women's Archives

Summary: The members of Davenport LULAC Council 10 engaged in a wide range of social and political activities including annual fiestas, civil rights and fair housing.

View Selected Items Online: [Mujeres Latinas Digital Collection](#)

Administrative Information

[ +/- ]

Alternate Extent Statement: Photographs in boxes 8 & 15

1 videocassette [V429]

1 DVD [d0051]

Access: The records are open for research.

Use: Copyright held by the donor has been transferred to the University of Iowa.

Acquisition: The records (donor no. 995) were donated by LULAC Council 10 in 2006 and subsequent years.

Preferred Citation: LULAC Council 10 records, Iowa Women's Archives, The University of Iowa Libraries, Iowa City.

Repository: Iowa Women's Archives

Address: 100 Main Library  
University of Iowa Libraries  
Iowa City, IA 52242

Phone: 319-335-5068

Curator: Karen Mason

Email: [lib-women@uiowa.edu](mailto:lib-women@uiowa.edu)

Website: <http://www.lib.uiowa.edu/iwa>

Biographical Note

[ +/- ]

LULAC Council 10 received its charter in Davenport on February 16, 1959. It was the fifth LULAC council to be formed in Iowa and its officers were sworn in at the second annual Iowa state LULAC convention, held in Fort Madison on May 30, 1959. The national LULAC organization was founded in Texas in 1929 to promote the rights of Mexican American citizens of the United States and to preserve the rich traditions and cultural heritage of its members. LULAC expanded into the Midwest during the late 1950s under the leadership of Felix Tijerina who served as president of the national organization from 1956 to 1960. Prior to the formation of LULAC Council 10, four other councils were formed in Iowa: LULAC Council 304 (Fort Madison, 1957); LULAC Council 306 (Des Moines, 1957); Des Moines Ladies Council 308 (1957); LULAC Council 319 (Mason City, 1958).

The members of Davenport LULAC Council 10 engaged in a wide range of social and political activities. They held annual fiestas and queen competitions and participated in the national LULAC scholarship program to fund educational opportunities for Mexican American students to pursue college education. The council maintained a rigorous civil rights agenda and, during the 1960s, collaborated with other activists to secure fair housing legislation and the appointment of a full-time director to the Davenport Human Relations Commission in 1970. Council 10 actively supported the boycott of California table grapes during the late 1960s when they formed the Quad City Grape Boycott Committee. They promoted bilingual education in Iowa schools and successfully lobbied the state legislature to form the Iowa Spanish Speaking Peoples Commission, which was signed into law by Governor Ray in 1976.

Content Description

[ +/- ]

The records of LULAC Council 10 date from 1959 to 2009 and measure 5.75 linear feet. The records are organized in the following series: History, Administration, Activities, Organizations and activism, Scholarship Program, Spanish-Speaking Elderly Program, State and national LULAC, Newspaper clippings, Photographs, and Newsletters.

The **History** series (1959-1979) includes a copy of LULAC Council 10's charter, newspaper articles, histories of the council, and a video-taped interview with Henry Vargas, a founding member of the council. Also included is raw footage of interviews with five World War II veterans who were members of Council 10: Anthony Navarro, Samuel Vasquez, Maurice Vasquez, Michael Cervantes, and Vincent Martinez. The interviews were recorded in 2007 at the LULAC club in Davenport by Iowa Public Television for "The War: A Ken Burns Film."

The **Administration** series (1969-2004) includes membership packets and brochures, member lists and minutes of meetings, as well as financial records and correspondence. The **Activities** series (1969-2009) reflects the range of activities that Council 10 members participated in. It contains the council's annual fiesta programs, the 1971 Women's International Bowling Congress championship certificate won by Council 10's women's team, and accounts of Cesar Chavez's 1992 visit to Davenport to receive the prestigious Pacem in Terris Peace and Freedom award of the Roman

SPEC Kit 347: Community-based Collections · 127



Catholic Diocese of Davenport.

The **Organizations and activism** series (1967-1982) provides insight into organizations that Council 10 members led or participated in. In 1968, Council 10 formed the Quad City Grape Boycott Committee under the leadership of Davenport's John Terronez, who served concurrently as Iowa state LULAC director. The grape boycott committee folders contain newsletters, newspaper articles, flyers and brochures about the committee's activities. Also included are materials from the United Farm Workers Organizing Committee (UFWOC). A substantial run of the UFWOC newsletter *El Malcriado*, published in Delano, California, can be found in the Newsletters series. The Area Board for Migrants (ABFM) folders explain the formation, funding, and programs of the ABFM under the leadership of Ernest Rodriguez, a founding member of LULAC Council 10. These folders contain information about a job placement program initiated by the ABFM known as Trabajo that was coordinated by Council 10 member Mary Terronez. The Immigration and employment folder includes the 1976 response from the U.S. Department of Defense to a complaint against International Harvester Corporation filed by LULAC Council 10 president Henry Vargas. Also included in the immigration and employment folder are the minutes of a 1982 meeting called by Council 10 in response to "Operation Jobs Sweep."

The **Scholarship program** series (1970-1989) illustrates the organization and planning behind the highly successful LULAC scholarship program undertaken by Council 10 members to provide scholarships for Mexican American students to pursue college education. The **Spanish-Speaking Elderly Program** (SSEP) series (1973-1975) details the program initiated by Council 10 to meet the needs of elderly Spanish-speaking residents of the Davenport area. The records of the SSEP include board minutes, meetings and newsletters that reflect the activities of the many members of Council 10 who supported the program.

The **State and national LULAC** series (1962-2001) comprises convention programs and related materials, including the 1968-1970 correspondence of state LULAC director John Terronez. The bulk of the **Reports** (1968-1976) are government publications relating to the history and social and economic circumstances of Mexican Americans living in Iowa. The **Photographs** series (1959-1969) includes the exhibit boards from the LULAC club in Davenport, which contain several photos from the 1967 and 1968 state LULAC conventions. These boards have been digitized and can be viewed on the Iowa Digital Libraries site. Many of the individuals in the photographs have been identified by members of LULAC Council 10.

The final and largest series in the collection is the **Newsletters** (1961-2005). It is divided into subseries for LULAC, Iowa, and individual states. There is a fairly complete run of the newsletters of LULAC Council 10 from 1994, but only one partial newsletter (1961) exists for the earlier period. There is a brief run of the Iowa state LULAC newsletter, *LULAC Glances*, and a few newsletters of the national organization, *LULAC News*, including the 1963 memorial edition published following the assassination of President John F. Kennedy. Many of the newsletters are local Chicano publications from the Southwest and Midwest, dating from the 1960s to the early 1970s. *El Malcriado*, the bi-monthly publication of the United Farm Workers, during and after the Delano, California, grape strike is contained in this series as well as newsletters of the American G.I. Forum, *The Forumer*.

#### Related Materials

[+/-]

Ernest Rodriguez papers (IWA).  
 Mujeres Latinas Project oral history interviews (IWA).  
 Muscatine Migrant Committee Records (unprocessed).

#### Detailed Description of the Collection

[+/-]

##### Browse by Series:

Series 1: HISTORY  
 Series 2: ADMINISTRATION  
 Series 3: ACTIVITIES  
 Series 4: ORGANIZATIONS AND ACTIVISM  
 Series 5: SCHOLARSHIP PROGRAM  
 Series 6: SPANISH-SPEAKING ELDERLY PROGRAM (SSEP)  
 Series 7: STATE AND NATIONAL LULAC  
 Series 8: REPORTS  
 Series 9: NEWSPAPER CLIPPINGS  
 Series 10: PHOTOGRAPHS  
 Series 11: NEWSLETTERS

##### Series 1: HISTORY

###### Box 1:

General - 1959-1979  
*All for One & One For All*, 75 year history of LULAC - 2004  
 Henry Vargas interview, Davenport, undated: [V429]  
 "The War: Interviews with WWII Veterans," IPTV: [d0051] - 2007

##### Series 2: ADMINISTRATION

###### Box 1:

Constitution and by-laws - 1981, 1966  
 Committees - 1973-1974  
 Correspondence - 1969-1982  
 Correspondence - 1995-2001  
 Correspondence - 2002-2004  
 Membership - 1969-1990  
 Membership - 1973  
 Membership meetings and minutes - 1960-1969  
 Membership meetings and minutes - 1973-1976  
 Membership meetings and minutes - 1980-1999  
 Membership meetings and minutes - 2000

###### Box 2:

Membership meetings and minutes - 2001-2003  
 Financial records (7 folders) - 1961-2003

##### Series 3: ACTIVITIES

###### Box 3:

50th anniversary celebration - 2009  
 Bettendorf International Folk Festival - 1975  
 Bowling and bingo - 1971-2004  
 Dances - 1965-1990



## UNIVERSITY OF IOWA

Guide to the League of United Latin American Citizens (LULAC) Council 10 (Davenport, Iowa) records  
<http://collguides.lib.uiowa.edu/?IWA0733>

Ephemera - 1963-1969  
Fiestas - 1960-1988  
Fiestas - 1990-2006  
LULAC Man and Woman of the Year - 1972  
"LULAC Week," - 1969-1999  
Pacem in Terris Award [Cesar Chavez] - 1992  
Scott County Veterans Memorial - 1993

### Series 4: ORGANIZATIONS AND ACTIVISM

#### Box 3:

General - 1967-2002  
Area Board for Migrants (ABFM) - 1970-1974  
ABFM, printed materials - 1971-1974  
ABFM, Trabajo (folder 1) - 1973-1974

#### Box 4:

ABFM, Trabajo (folder 2) - 1973-1974  
Illinois LULAC Education Service Center - 1974  
Immigration and employment - 1975-1982  
La Raza - 1972-1974  
Minority Coalition (MIN-CO) - 1970  
Quad City Grape Boycott Committee - 1969  
Quad City Grape Boycott Committee - 1970-1972  
Quad City Grape Boycott Committee, newspaper clippings [shelved in map case] - 1969

### Series 5: SCHOLARSHIP PROGRAM

#### Box 4:

Reports - 1970-1989  
Scholarship program binder - 1979

### Series 6: SPANISH-SPEAKING ELDERLY PROGRAM (SSEP)

#### Box 5:

Project narratives - 1973-1974  
Area IX Agency on Aging - 1974-1975  
Board meetings/reports - 1973-1974  
Board meetings/reports - 1974-1975  
Conferences on aging - 1974-1975  
Conferences on aging, Topeka, Kansas - 1973  
Correspondence - 1973-1975  
Correspondence, insurance - 1974  
Employment, policies - 1971-1973  
Employment, job descriptions, undated  
Employment, volunteers - 1973-1974  
Financial records - 1973-1974  
Financial records, reports - 1974-1975

#### Box 6:

Financial records, food receipts - 1973  
Financial records, time sheets - 1974-1975  
Newsletters, LULAC Spanish Speaking Elderly Program - 1974  
Participants and activities - 1974

### Series 7: STATE AND NATIONAL LULAC

#### Box 6:

State convention programs - 1962 -1976  
State convention programs - 1980-2001  
State conventions - 1969  
State conventions - 1974  
State conventions - 1985  
State conventions - 1992-1999  
State director, reports and correspondence - 1969-1974  
National conventions - 1979, 1983, 1999

### Series 8: REPORTS

#### Box 7:

"Spanish-Surnamed American College Graduates," Inter-Agency Committee on Mexican American Affairs, Washington D.C. - 1968  
"Cabinet Committee on Opportunity for the Spanish Speaking," Washington D.C. - 1970-1971  
*¿A donde vamos ahora? (Where are we going now?) A Report on the Problems of the Spanish Surnamed and Migrant Population in Iowa prepared by the Iowa State Advisory Committee to the United States Commission on Civil Rights* [photocopy] - 1970  
[original shelved in printed works collection]  
*Conoceme en Iowa* [photocopy] - 1976  
[original shelved in printed works collection]

### Series 9: NEWSPAPER CLIPPINGS

#### Box 7:

General - 1969-2004  
General - 1963-1979  
[shelved in map case]  
Press releases - 2003-2005

## UNIVERSITY OF IOWA

Guide to the League of United Latin American Citizens (LULAC) Council 10 (Davenport, Iowa) records  
<http://collguides.lib.uiowa.edu/?IWA0733>

### Series 10: PHOTOGRAPHS

#### **Box 8:**

General - 1920-1960  
[shelved in map case]  
General - 1960-1980

#### **Box 15:**

LULAC exhibit boards - 1967-1969

### Series 11: NEWSLETTERS

#### Sub-Series: LULAC, Davenport

##### **Box 8:**

*LULAC Council 10* - 1961  
[one issue, partial]  
*LULAC Council 10* - 1994-1996  
*LULAC Council 10* - 1996-1997  
*LULAC Council 10* - 1997-1998  
*LULAC Council 10* - 1999  
*LULAC Council 10* - 2000  
*LULAC Council 10* - 2001  
*LULAC Council 10* - 2002-2005  
*LULAC Council 10* - 2006-2010

#### Sub-Series:

##### **Box 8: Iowa State LULAC**

*LULAC Glances* - 1969-1970

#### Sub-Series: National LULAC

##### **Box 9:**

*LULAC News*, JFK memorial edition [shelved in map case] - 1963  
*LULAC News* - 1967-1968  
*LULAC News* - 1969-1992

#### Sub-Series: Iowa

##### **Box 9:**

*The Activator*, Des Moines - 1970-1971  
*Antorcha Chicana*, Muscatine - 1971  
*Challenge*, Quad Cities - 1971-1972  
*The Eastside Story*, Neighborhood Assembly, Davenport - 1971  
*Friendly News*, United Community Services, Friendly House, Davenport - 1970  
*Iowa AFL-CIO News*, Des Moines - 1971-1972  
*El Laberinto*, Chicano-Indian Cultural Center, University of Iowa - 1972  
[one issue]  
*Nahuatzen*, Centro Cultural Chicano, University of Iowa - 1972  
*Penal Digest International*, Iowa City - 1971

#### Sub-Series: California

##### **Box 9:**

General - 1971-1972

##### **Box 10:**

*El Chicano*, San Bernardino (4 folders) - 1971-1972

##### **Box 11:**

*The Forumeer*, San Jose - 1968-1970, 1974  
*El Grito de Aztlan*, undated  
*Ideal*, Coachella - 1970-1974  
*El Malcriado*, Delano - 1968-1969  
*El Malcriado*, Delano - 1971  
*El Malcriado*, Delano - 1972-1973  
*El Malcriado*, Delano - 1973-1974  
*National Chicano Health Organization Newsletter*, Los Angeles - 1973-1974

#### Sub-Series:

##### **Box 11: Colorado**

*Ahora*, Central - 1971-1972  
*El Gallo*, Denver - 1971-1974

#### Sub-Series: Illinois

##### **Box 12:**

*Cha Noticias*, Aurora - 1970  
*El Informador*, Chicago - 1968-1971  
*El Informador*, Chicago - 1971  
*El Manana*, Chicago - 1972  
*Mi Sangre*, Chicago - 1972  
*The People of the Sun*, Chicago, undated  
*El Puertorriqueño*, Chicago - 1971  
*Rising Up Angry*, Chicago - 1971  
*El Tiempo*, Chicago - 1972, 1974  
Miscellaneous, Chicago - 1971-1972

#### Sub-Series: Indiana

##### **Box 12:**

*Joaquin*, Fort Wayne - 1972  
*Los Desarraigados*, Notre Dame - 1973, 1977

##### **Box 13:**

*Latin Times*, East Chicago (4 folders) - 1971-1974

#### Sub-Series: Michigan

##### **Box 13:**

*La Causa*, Iona - 1972  
[single issue]

Sub-Series:

**Box 13: Other states**

*entrelíneas*, Kansas City, MO - 1974  
*Grito del Barrio!*, Kansas City, KS - 1970  
*The People's Voice*, Kansas City, KS - 1971  
*El Grito del Norte*, Espanola, NM (2 folders) - 1971-1973

**Box 14:**

*La Voz de La Alianza*, Albuquerque, NM - 1971  
Miscellaneous, New York (2 folders) - 1971-1974  
*Echo*, TX - 1971-1972  
*El Encuentro*, TX - 1972-1974  
*Images*, TX - 1971  
Miscellaneous, TX - 1970-1972  
*Ada World*, Washington D.C., 1972  
*Hoy*, Washington D.C. - 1972-1974  
*National Spanish Speaking Management Association Informe*, Washington D.C. - 1972  
*Rassa Lobbyist*, Washington D.C. - 1973  
Miscellaneous, Washington D.C. - 1972  
*Adelanta Plaza*, WI - 1972-1974

**Subjects**

[ +/- ]

This collection is indexed under the following subject terms.

**Personal Names:**

Vargas, Henry, 1929-

**Corporate Names:**

League of United Latin American Citizens, Council 10 (Davenport, Iowa)  
League of United Latin American Citizens

**Dates:**

20th century  
2000-2009

**Topics:**

Social participation  
Mexican American women  
Mexican Americans  
Emigration and immigration  
Equality before the law

**Occupations:**

Mexican American college students

**Geographic Names:**

United States -- Iowa -- Davenport  
United States -- Iowa

**Genre/Form of Materials:**

Administrative records  
Archives  
Photographs  
Video recordings  
Oral histories (Document genres)

**Browse:**

Latinas and Their Families

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SEARCH

Search Inside

- Explore this Finding Aid
- Summary Information
- Biographical/Historical Information
- Scope and Content
- Subjects
- Container List/Contents
- Print this Finding Aid
- About This Site

← Return to search results

**Guide to the Northwestern University Settlement Association Clubs and Classes Attendance and Registration Cards**

**Collection Title:** Northwestern University Settlement Association Clubs and Classes Attendance and Registration Cards

**Dates:** 1886-1953

**Identification:** 41/5

**Creator:** Northwestern University Settlement (Chicago, Ill.)

**Extent:** 25 Boxes

**Language of Materials:** English

**Abstract:** This series comprises boxes of Attendance Cards for Northwestern University Settlement clubs and classes, and boxes of three-by-five individual Registration Cards.

**Note:** Other Information: Over the course of its existence, the Settlement has sponsored a wide variety of clubs, classes, and programs for both children and adults. Activities for boys included Boy Scouts, gym, woodworking, chorus, dramatics, photography, gardening, and art. Activities for girls included Girl Scouts, Campfire Girls, cooking, chorus, dancing, gardening, interior decorating, gym, dramatics, typing and sewing. There were many programs to help adults enhance their job skills, such as the Electricity Club, Bookkeeping Class, Dressmaking Class, and Typing. English and Citizenship classes were geared towards aiding new immigrants. Other adult programs included Fathers' Club, Mothers' Club, Pre-natal Care, and other special interest clubs such as the Oldtimers, Cooking, Good Neighbors, Work and Play, and Recreation.

**Acquisition Information:** The main body of these records as well as the addition were separated from Accession #90-160, donated to the University Archives by Northwestern University Settlement's Executive Director Ron Manderschied and Doris Overboe on October 15, 1990.

**Processing Information:** Processed by Rachel Erlich, July 1996. Addition processed by Kaia L. Densch, June 11, 1997.

**Separated Materials:** None.

**Conditions Governing Access:** These records can only be consulted with the permission of the University Archivist.

**Related Materials:** The records' original arrangement, in alphabetical order by subject, was retained, but several large, coherent categories were separated from the General Administrative Files, organized separately, and assigned their own series numbers. 41/1: General Administrative Files, 1891-1995 (73 boxes) 41/2: Case files, 1908-1976 (79 boxes) 41/4: Financial Records, 1918-1971 41/5: Clubs and Classes Attendance and Registration Cards, 1936-1953 (25 boxes) 41/6: Photographs, 1890-1991 (8 boxes) 41/7: Scrapbooks, 1892-1984 (20 boxes) 41/8: Evanston Woman's Board, 1911-1990 (7 boxes) 41/9: North Shore Junior League, 1937-1992 (14 boxes) 41/10: Lenora E. Clare Diary, 1906-1910 (1 box) 41/11: Food Client Records, 1985-1986 (3 boxes)

**Repository:** Northwestern University Archives  
 Deering Library, Room 110  
 1970 Campus Dr.  
 Evanston, IL, 60208-2300  
 URL: <http://www.library.northwestern.edu/archives>  
 Email: [archives@northwestern.edu](mailto:archives@northwestern.edu)  
 Phone: 847-491-3354

**Biographical/Historical Information**

The Northwestern University Settlement Association was founded in 1891 by a group of administrators and faculty from Northwestern University in order to provide social services, educational programs, referrals, and emergency relief to a poor immigrant neighborhood on Chicago's near northwest side. In 1901, after three moves, the Settlement was established in the building at 1400 West Augusta where it continues to operate as a community center.

Early Settlement activities centered around acculturating the largely immigrant population of the 16th Ward and included a picture loan service, a small library, and dance and music classes. Shortly after its founding, though, the Settlement began to offer additional eleemosynary services relating to public health and hygiene. During the Great Depression, the Settlement suspended many of its regular programs in order to dispense food, fuel, clothing and medicine to needy families. During World War II, the Settlement became a draft registration center and played an active role in various home front activities. In the 1950s and 1960s the Settlement greatly expanded its network to civic, service, social, fraternal, veteran and church organizations and offered many more citizenship and English classes. In the early 1980's, a project to establish an online database for the Settlement program records was initiated. Prior to that time, all program records had been handwritten on index cards and filed in thousands of family files.

For additional historical background on the Settlement, see the historical summary which forms a part of the descriptive inventory for Series 41/1, the General Administrative Records. See also the informal history prepared for the Settlement's centennial, *The Worn Doorstep*, by Mark Wukas (Chicago: Northwestern University Settlement Association, 1991).

**Scope and Content**

The Clubs and Classes Attendance Cards date from 1928 to 1935. The following information is included on each card:

department (girls, boys, little children, adult education, men, and women), club or class name, day and time of meeting, meeting place, the name, address, and phone number of the leader, year of card, and a list of the names, addresses, phone numbers, and ages of the participants with a record of their attendance.

The Registration Cards, 1886-1941, also include cards from 1949. The Registration Cards include the following information: department, family and relief file number, last name, first name, father's name, mother's name, address, telephone number, date of health examination, year of participation, age or birth date, and club or class, as well as school, grade, room, or type and place of work. Box 17 includes Employment Income Status cards. These cards contain information about the type of work, wages, hours, and living conditions of individual Settlement families.

The addition to the Northwestern University Settlement Records, Clubs and Classes Attendance and Registration Cards fills one archival box and spans the years 1895 to 1905 and 1951 to 1953. The records from 1895 to 1905 are in a record book titled "Attendance," and include name and date of class as well as number of attendees. The records from 1951 to 1953 are arranged alphabetically by club or class card and chronologically by date within each folder. Information on cards typically includes the department, class name, leader name, day and time of meeting, name, address and telephone number of attendees, and the dates of attendance.

#### Arrangement of Materials

The Clubs and Classes Attendance Cards are arranged by year; within each year the cards are divided by department; within each department the clubs are arranged alphabetically by name. Undated cards are filed separately but are labeled with an approximate date based on their original placement. The Registration Cards are arranged chronologically by year. Within each year the cards are grouped either by department, by club or class, or in a few instances, by streets. Some of the cards are arranged alphabetically by family name. The Registration Cards in Box 18 are not arranged in any systematic order.

#### Subjects

##### Corporate Name

National Federation of Settlements and Neighborhood Centers  
Northwestern University Settlement (Chicago, Ill.)

##### Subjects

Adult education--Illinois--Chicago  
Boys--Societies and clubs  
Girls--Societies and clubs

#### Container List / Contents


[Expand All](#)[Collapse All](#)[+ Attendance Cards](#)[+ Registration Cards](#)[+ Addition](#)

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### Guide to the PCUN Records 1962-2012

[Print this Finding Aid](#) | [Email this Finding Aid](#)

Search

Search

Results +/-

Table of Contents

[Overview of the Collection](#)

[Historical Note](#)

[Content Description](#)

[+/- Use of the Collection](#)

[+/- Administrative Information](#)

[+/- Detailed Description of the Collection](#)

[Farmworker Issues](#)

[PCUN Administrative files](#)

[Organizations, Conferences, and Events](#)

[Newspaper Clippings](#)

[Photographs](#)

[Audio Recordings](#)

[Artifacts](#)

[Ephemera](#)

[Subjects](#)

**Overview of the Collection** +/-

**Creator:** PCUN.

**Title:** PCUN records

**Dates:** 1962-2012 ( inclusive )

**Quantity:** 18.5 linear feet (10 record storage boxes, 3 archives boxes)

**Collection Number:** Coll 335

**Summary:** Pineros y Campesinos Unidos del Noroeste (Northwest Treeplanters and Farmworkers United), also known as PCUN, was established in 1985 in Woodburn, Oregon, as a way of uniting and organizing treeplanters and farmworkers to improve their working conditions. The PCUN records consists of correspondence, newsletters, publications, photographs, newspaper clippings, audio recordings, and other documents that provide a view of the history of the largest labor union and Latino organization in the State of Oregon.

**Repository:** [University of Oregon Libraries, Special Collections and University Archives.](#)

**Contact Information:** UO Libraries--SPC, 1299  
University of Oregon  
Eugene OR  
97403-1299  
Telephone: 541-346-3068  
Fax: 541-346-3485  
[spcarref@uoregon.edu](mailto:spcarref@uoregon.edu)

**Languages:** Collection materials are in English.

**Sponsor:** Funding to acquire, process and produce this finding aid has been provided through Special Collection and University Archives, and the College of Arts and Sciences at the University of Oregon.

**Historical Note** +/-

Formed in 1985, the Pineros y Campesinos Unidos del Noroeste, commonly known and abbreviated as PCUN, is the first farmworkers union in the state of Oregon and is located in the city of Woodburn, OR. PCUN grew out of the Willamette Valley Immigration Project (WVIP), an organization that provided legal advice and representation to undocumented workers, particularly as a response to Immigration and Naturalization Services (INS) raids in the state.

The Willamette Valley Immigration Project was key to building trust in the farmworker and treeplanter communities in Oregon. The community-building they fostered over the 8-years of their existence allowed farmworkers and treeplanters the opportunity for openly discussing the formation of a union. Consequently, between 1984 and 1985, a series of strategic meetings were held among the WVIP's staff, reforestation workers, and farmworkers to discuss the development of a labor union.

As a result of these meetings, in April of 1985 the Pineros y Campesinos Unidos del Noroeste (PCUN) was formed with 80 initial farmworkers. That same year the WVIP was dissolved, however, its staff continued to provide its immigration services through a PCUN created center called Centro de Servicios para Campesinos (Service Center for Farmworkers).

PCUN is headquartered in the city of Woodburn, Oregon. This area stretches throughout the mid-Willamette Valley, an area considered to be the center of Oregon's agricultural industry. Currently, Woodburn has over 20,000 inhabitants, and a majority of this population are of Latino descent. In fact, Latinos account for just over 50% of the Woodburn populous, making it the largest municipality in Oregon with a Latino majority or a majority of people of color.

PCUN's initial goal was to unite and organize treeplanters and farmworkers in order to improve their working conditions. The organization strives to empower farmworkers to understand and take action against systematic exploitation and all of its effects. To achieve this end, PCUN has been involved in a number of community and workplace organizing efforts. Some examples include the 1987-1988 assistance to 1,300 immigrants as they filed applications for amnesty under the Immigration and Reform and Control Act; the 1988 creation of the Project to Stop Pesticide Poisoning with the goal of educating farmworkers about and identifying pesticides use and exposures; the promotion of legislation to help give farmworkers collective bargaining rights; the 1991 the first ever farmworker strike in Oregon and co-founding of the Farmworker Housing Development Corporation to build and manage affordable housing in towns with farmworker presence, among many other initiatives.

PCUN actively continues its outreach and organizing efforts through the work of its Collective Bargaining Committee and its Service Center for Farmworkers. It is also part of a number of collaborative efforts with a variety of local organizations, such as the Farmworkers Housing Corporation, the Voz Hispana Causa Chavista, Mujeres Luchadoras Progresistas, Oregon's Statewide immigrant rights coalition CAUSA, Latinos Unidos Siempre (LUS), Mano a Mano Family Center, and the Salem-Keizer Coalition for Equality, among others, brought together under the umbrella of the CAPACES Leadership Institute. CAPACES is a movement-building collaborative fostering relationships, cross-training, plus a deeper shared sense of vision and scale for Oregon's Latino population. Since its genesis, PCUN has registered more than 5,000 members. Today, it is Oregon's largest union for farmworkers, nursery, and reforestation workers, and Oregon's largest Latino organization.

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El sindicato laboral Pineros y Campesinos Unidos del Noroeste, comúnmente conocido y abreviado como PCUN, fué formado en 1985

134 · Representative Documents: Finding Aids and Guides

en Woodburn, Oregon, y es el primer sindicato de trabajadores agrícolas en el estado.

PCUN inició a través de el Willamette Valley Immigration Project (WVIP), una organización que proporciona asesoramiento legal y representación a los trabajadores indocumentados, particularmente como una respuesta a las redadas hechas por la oficina de Servicios de Inmigración y Naturalización (INS) en el estado de Oregon. El trabajo realizado por el WVIP fue clave para generar confianza en las comunidades campesinas y los trabajadores de reforestación de Oregon.

Durante 8 años, el trabajo comunitario del WVIP permitió que trabajadores pudieran discutir abiertamente la formación de un sindicato. Y así, entre 1984 y 1985, después de una serie de reuniones estratégicas entre el personal del WVIP, los trabajadores de reforestación y campesinos, se formó el sindicato de los Píneros y Campesinos Unidos del Noroeste (PCUN).

PCUN fué establecido en el mes de abril de 1985 con la participación de 80 campesinos. Ese mismo año fue disuelto el WVIP, sin embargo, los servicios de inmigración que proporcionaban a la comunidad fueron trasladados a el Centro de Servicios para Campesinos que ahora es parte de PCUN.

La ciudad de Woodburn, Oregon, donde se encuentran las oficinas del sindicato, esta situado en medio del Valle de Willamette, una zona que es considerada el centro de la industria agrícola de Oregon. En la actualidad, Woodburn tiene más de 20,000 habitantes, y la mayoría de esta población es de descendencia Latina. De hecho, los Latinos representan poco más del 50% del poblado de Woodburn, y por esa razón es el municipio con una mayoría de Latinos ó personas de color.

La meta inicial de PCUN fue unir y organizar a los pineros y campesinos con el fin de mejorar sus condiciones de trabajo. La organización se esfuerza en capacitar a los trabajadores agrícolas y tomar medidas contra la explotación sistemática de trabajadores. Con ese fin, PCUN ha estado involucrado en un número de esfuerzos para ayudar a la comunidad Latina y organizar a los trabajadores.

Algunos ejemplos del trabajo que PCUN ha logrado a través de los años incluye la asistencia de 1,300 inmigrantes que presentaron solicitudes de amnistía bajo la reforma de inmigración y la ley de Control entre 1987 y 1988; la creación de un proyecto para educar a los trabajadores agrícolas sobre pesticidas; la promoción de legislación para ayudar que los trabajadores agrícolas tengan derechos para negociar un contrato laboral en forma colectiva; y la co-fundación de la corporación de desarrollo y vivienda para los trabajadores agrícolas, entre muchas otras cosas. PCUN continúa sus esfuerzos organizativos a través del comité de negociación colectiva y su centro de servicios para los trabajadores agrícolas. También a colaborado con una variedad de organizaciones locales, tales como campesinos Housing Corporation, la Voz Hispana Causa Chavista, Mujeres Luchadoras Progresistas de Oregon, coalición de derechos de inmigrantes del estado CAUSA, Latinos Unidos Siempre (LUS), Mano a Mano Family Center y la coalición de Salem-Keizer por la igualdad, entre otros. Estas organizaciones también forman parte del instituto de liderazo de PCUN que se llama CAPACES.

CAPACES es un movimiento colectivo que trata de fomentar colaboración y entrenamiento dentro de la comunidad Latina de Oregon.

Hoy en día, PCUN ha registrado a más de 5,000 miembros dentro del sindicato. PCUN es la organización más grande de trabajadores agrícolas y reforestación en el estado de Oregon, y es la organización Hispana más grande del estado.

#### Content Description

The Píneros y Campesinos Unidos del Noroeste (PCUN) records contains information about the history of Oregon's union for farmworkers and treepplanters. The materials include a number of Spanish and English correspondence, newsletters, publications, documents, and an extensive assortment of newspaper articles from different print publications that chronicle some of the struggles and fights for justice of the union. This includes addressing issues related to the living and working conditions of farmworkers, such as, housing, immigration, minimum wage, pesticides, etc.

The collection also contains a number of posters and photographs that depict various union activities, and many bilingual audio recordings that document the union's annual conventions, press conferences, educational and forums. All audio recordings are in cassette format. No digital files are available at this time.

La colección de los Píneros y Campesinos Unidos del Noroeste (PCUN), contiene información sobre la historia del sindicato laboral de pineros y trabajadores agrícolas que tiene su sede en Woodburn, Oregon. Los materiales en Español e Inglés que se encuentran en esta colección incluyen una serie de correspondencia, boletines, publicaciones, documentos variados, y un amplio surtido de artículos de periódico de diferentes publicaciones que relatan algunas de las principales luchas por justicia con los que el sindicato ha estado involucrado. Esto incluye asuntos ligados con la vida y condiciones laborales de los trabajadores del campo. Por ejemplo, vivienda, inmigración, salario mínimo, pesticidas, etc.

La colección también incluye una serie de posters y fotografías que muestran diversas actividades de la unión, y grabaciones de audio bilingües que documentan las convenciones anuales del sindicato, conferencias de prensa y foros educativos. En este momento, no hoy copias mp3 ó archivos digitales de las grabaciones, todas están en formato de cassette.

#### Use of the Collection

##### Restrictions on Access :

Collection is open to the public.

Collection must be used in Special Collections & University Archives Reading Room.

##### Restrictions on Use :

Property rights reside with Special Collections & University Archives, University of Oregon Libraries. Copyright resides with the creators of the documents or their heirs. All requests for permission to publish collection materials must be submitted to Special Collections & University Archives. The reader must also obtain permission of the copyright holder.

##### Preferred Citation :

[Identification of item], PCUN records, Coll 335, Special Collections & University Archives, University of Oregon Libraries, Eugene, Oregon.

#### Administrative Information

#### Detailed Description of the Collection


##### Series I: Farmworker Issues, 1976-2000

This series consists of a number of a variety of documents that relate to immigration issues, particularly, in relationship to farmworker rights and legislation.

Esta serie consiste de una variedad de documentos relacionados a temas the inmigracion, particularmente, en cuanto a los derechos de campesinos y legislaciones de trabajadores.

Container(s)	Description	Dates
Box	Folder	
<b>Subseries A: Immigration: bills, programs and hearings</b>		<b>1976-2005</b>
Box	Folder	
1	1	HR 14535
1	2	S 3074
1	3	H-2A
1	4	Bracero
1	5	S.B. 335
1	6	H.B. 2376
1	7	S.B. 553
1	8	H.B. 2867
1	9	Oregon leg (bills)
1	10	S.B. 16
1	11	H.B. 2933
1	12	Wyden: Contributor data
1	13	S.B. 1205
1	63	S.B. 1250
1	14	H-2A Study
1	15	H-2A strategy
1	16	H-2A campaign letter and correspondence
1	17	H-2 packets
1	18	Economic articles for H-2A fight
1	19	H-2A
1	20	H.B. 2405
1	21	Rep. Smith - H.R. 2377
1	22	S.B. 531
1	62	Senate Hearing
1	23	H-2A documents
1	24	Guestworker article updates
1	65	Guestworker article updates
1	25	H-2B
1	26	Immigration report
1	27	Guestworker packet originals
1	28	Idaho H-2B application
1	29	Smith/Wyden Guestworker bill
1	30	H-2A articles news print
1	31	L and B re-orientation /H-2B application
1	32	S.B. 38
1	33	S 1563
1	34	H.B. 2430
1	35	Wyden/Smith bill
1	36	1998 JF Schmidt, H-2A order
1	37	S 2260
1	38	H-2A Blumenauer
1	39	Guestworker articles and other documentation
1	62	Wyden/Smith campaign
1	40	S.B. 1115
1	64	S.B. 1115
1	41	Guestworker program, Smith-Wyden bill/H-2B
1	42	Bracero Summit
1	43	Ways and Means Hearing on Farmworkers
1	44	H.B. 2907 housing exception
1	45	Smith/Graham Biel, SB 1814, 1815
1	46	Guestworker bill debate
1	47	Senate bill 178, Oregon comm/Hispanic Affairs
1	48	House/Senate bills 99, 675-s, 588, 983, 529, 617, 890-s, 3015, 2633, 2793, 3220-h




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**Women's archives**

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 This Guide

**Overview**

The "Women's Archives" area consists of various archival fonds and collections related to the women's history in Canada and more closely to the feminist movement since the 1960s.

They comprise many non-governmental organizations and individuals archival fonds who worked for the improvement of the political, social and economical condition of Canadian women. The *Canadian Women's Movement Archives (CWMA)* Collection and the *Canadian Women's Movement Archives (CWMA)* fonds are two major resources for research on contemporary women's movement in Canada.

**Related Research Guides**

- Canadian Studies
- History
- Human Rights
- Feminist and Gender Studies

**Useful Links**

- Catalogue
- Classic Catalogue
- Joint Chair in Women's Studies, University of Ottawa and Carleton University
- Pauline Jewett Institute of Women's and Gender Studies
- Institute of Feminist and Gender Studies

**Women's Archives-Finding Aids**

When an archival fonds has been processed and described, a detailed finding aid is available and provides specific information on the documents and the context.

Some archival fonds and collection are not fully described yet. In some cases a preliminary inventory is available and provides a general overview of the content.

- Andrews, Pamela (X10-67) - objects
- Andrews, Pamela (X10-67) - textual documents
- Backhouse, Constance (X10-107) - textual records
- Bold Print (X10-19) - Textual documents
- Business and Professional Women's Club of Ottawa (X10-28) - textual documents
- Canadian Journal of Women and the Law (X10-74) - textual documents
- Canadian Women's Movement Archives (X10-1) - photographs
- Canadian Women's Movement Archives (X10-1) - textual documents
- Collection of Documents on the Canadian Women's Movement (10-2) - objects
- Collection of Documents on the Canadian Women's Movement (X10-2) - fabric
- Dewolf, Theresa (X10-83) - graphic material
- Dewolf, Theresa (X10-83) - textual documents
- Durham International Women's Day Committee (X10-79) - textual documents and Graphic material
- Healthsharing Magazine and Collective (X10-3) - textual documents
- Midwifery Task Force of Ontario (MTF) : Mothers Are Women (MAW) (X10-13) - textual documents
- Montréal Women's Network (X10-5) - textual documents
- National Action Committee on the Status of Women (X10-24) - textual documents
- National Association of Women and the Law (X10-36) - textual documents
- Nelson, Lou (X10-34) - graphic material
- Nelson, Lou (X10-34) - objects
- Nelson, Lou (X10-34) - textual documents
- Ottawa Women's Place (X10-20) - textual documents
- Recovered Memory Task Group (X10-101) - graphic material
- Recovered Memory Task Group (X10-101) - object
- Recovered Memory Task Group (X10-101) - textual documents
- Royal Commission on the Status of Women (X10-108) - textual records
- Table féministe francophone de concertation provinciale de l'Ontario - graphic material
- Table féministe francophone de concertation provinciale de l'Ontario - textual documents
- Wages for Housework, Wages Due Lesbians, Lesbian Mother Defense Fund (X10-8) - graphic material
- Wages for Housework, Wages Due Lesbians, Lesbian Mother Defense Fund (X10-8) - textual documents
- Women's Resource Centre of the University of Ottawa (X10-7) - textual documents
- Wood, Myrna (X10-17) - textual documents

**Thematic Guides**


These guides were primarily conceived to index approximately 2,000 women's groups and events that are part of the *Canadian Women's Movement Archives Collection (X10-01)*. However, they also cross reference other fonds relating to the theme.

- Abortion
- Arts
- Business
- Child Care
- Color
- Conferences
- Demonstrations
- Education
- Ethnic Groups
- Feminist Press
- Health
- Housing
- Immigrant Women
- IWD
- Labour
- Law
- Lesbians
- Medias
- Music
- Native Women
- Politic
- Pornography
- Poverty
- Prostitution
- Rural Women
- Self Defence
- Sexual Assault
- Spirituality
- Sport
- Violence

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  - [Correspondence](#)
  - [Minutes](#)
  - [Member Records](#)
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  - [Publications](#)
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  - [Chapters](#)
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### American Musicological Society records

**Ms. Coll. 221**

*This is a finding aid. It is a description of archival material held at the University of Pennsylvania. Unless otherwise noted, the materials described below are physically available in our reading room, and not digitally available through the web.*

▼ **SUMMARY INFORMATION**

**Repository:** University of Pennsylvania: Kislak Center for Special Collections, Rare Books and Manuscripts

**Creator:** American Musicological Society.

**Title:** American Musicological Society records

**Date [inclusive]:** 1934-1992

**Call Number:** Ms. Coll. 221


**Extent:** 122 boxes

**Language:** English

**Abstract:** This collection comprises the administrative records of the Society, reflecting trends in musicological scholarship and academic training through the course of the twentieth century. Included is correspondence with individuals and institutions related to music research, as well as correspondence among officers of the Society and among committees. Also included are minutes, membership records and directories, records of annual meetings, events and chapters, financial and tax records, and miscellaneous administrative records. Publication series contains substantial correspondence with authors and editorial staff regarding scholarly works, including Tischler's Earliest Motets, the Works of William Billings, Ockeghem's Works, and the New Josquin Edition. Administrative correspondents include Presidents Charles Seeger, Curt Sachs, Gustave Reese, Donald Grout, William Mitchell, William S. Newman, Oliver Strunk, Jan LaRue, James Haar, Claude Palisca, Margaret Bent, H. Wiley Hitchcock, Janet Knapp, and Lewis Lockwood; Treasurers Otto Albrecht and Paul Henry Lang; Executive Director Alvin Johnson; Secretary Rita Benton; and Members of the Board Nino Pirrotta, Manfred Bukofzer, Alfred Einstein, Arthur Mendel, and Edward Lowinsky.

**Cite as:** American Musicological records, Kislak Center for Special Collections, Rare Books and Manuscripts, University of Pennsylvania

**Finding Aid's Permanent URL:** [http://hdl.library.upenn.edu/1017/d/ead/upenn\\_rbml\\_MsColl221](http://hdl.library.upenn.edu/1017/d/ead/upenn_rbml_MsColl221)

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[Return to Top »](#)

▼ **BIOGRAPHY/HISTORY**



Musicology was a young and relatively unacknowledged field of scholarship in the United States in the 1920s and early 30s, on the eve of the founding of the American Musicological Society. Though music was highly valued in this country as both high culture and popular entertainment, the systematic study of music was only beginning to gain recognition as a serious scholarly pursuit. Music programs in American universities offered primarily vocational training for such careers as performer and music instructor. It was not until 1930, with the appointment of Otto Kinkeldey at Cornell, that an American university offered a faculty position for musicology. Cornell also awarded the first American doctoral degree in Musicology in 1932 to J. Murray Barbour, later a President of the AMS. Over the next sixty years the field of musicological research burgeoned in American University programs, as music scholars gained influence and professional stature. A small group of American musicologists, passionate about their own research and devoted to the expansion of the field, formed the nexus of the movement which would transform the role of music study in American higher education for later generations of scholars. Among these ground breaking scholars were the founders of the American Musicological Society: Helen Roberts, George S. Dickinson, Carl Engel, Joseph Schillinger, Charles Seeger, Harold Spivacke, Oliver Strunk, Joseph Yasser, and Gustave Reese.

In the early decades of the twentieth century, American musicologists depended on European resources, both financial and institutional, for the support of their scholarship. The *Internationale Musik-Gesellschaft* served as the international society of the field and produced its primary scholarly journals. The U.S. branch of the IMG functioned as the center for American scholarly debate on music between 1907 and 1914. When World War One brought the dissolution of the European IMG, however, its American offspring could not survive independently, and all formal organization of musicologists temporarily died out. The International Musicological Society, founded in Basel in 1927, filled the gap left by the IMG in Europe, but an attempt to establish an American branch of the IMS in 1928 was largely unsuccessful. Though the Music Teachers' International Association, founded in 1876, served as a forum for the exchange of debate on music, the MTNA increasingly attracted those interested in practical musical instruction. The music community felt a growing need for an organization devoted specifically to musical research.

#### **New York Musicological Society, 1930-1934**

By the early 1930s musicology had gained a place in American academics; universities began to offer faculty positions in musicology and to institute programs of musicological training for their students. The scholarly world was ready for the revival of an American society of musicologists. "[I]n New York City, a small group of men interested in the rapprochement of science and music met on the evening of January 20, 1930 with the purpose of organizing a purely local society." [1] This group of men and women, calling themselves the "New York Musicological Society" envisioned a select membership of active scholars, meeting once or twice a month to read papers and engaging in organized debate on scholarly topics. "The interest of the group is, it is true, avowedly systematic rather than historical, stressing speculative and experimental methods in close liaison with the vanguard of the liaison with the vanguard of the living art of music." [2] Over the course of its brief existence the NYMS held thirty-five meetings and had published three volumes of its Bulletin.

Even at the time of their founding the New York Musicological Society foresaw the dissolution of their local group when the interest and resources were found to organize a society of broader scope: "It is hoped that this will form the nucleus for a National Society." [3] On June 3, 1934, a handful of members of the New York Musicological Society met to discuss the organization of such a society, dedicated to advancing "research in the various fields of music as a branch of learning." They passed the following resolution:

The New York Musicological Society has flourished during the past five years as a small group interested chiefly in the systematic approach to Musicology. At a meeting of the executive committee it was



unanimously decided: 1) that a broadening of scope to include all subjects of musicological interest is imperative; 2) that to accomplish this it will be necessary to reorganize on a national scale.

The group approached Otto Kinkeldey to serve as their first president, and named the organization the American Musicological Society (it was briefly an Association rather than a Society). By the spring of 1935 the AMS comprised three chapters: Greater New York, Western New York, and Washington Baltimore. The AMS held their first annual meeting that year in Philadelphia, in cooperation with the Music Teacher's National Association.

#### International Congress, 1939

As the second World War sapped the European intellectual sphere of its financial resources and intellectual energies, and as some of the finest European scholars fled to the United States; the time was ripe for American musicologists to step into a leadership role worldwide. As German-born Alfred Einstein wrote of German scholarship in 1939, "since [1933] there has not been any more unhampered research in the field of musical science." [4] Unlike European nations, "America ha[d] the liberty to be creative in the field of musicology and to select her methods from Europe." As Einstein pointed out, no European country was at liberty to organize a gathering in that year, and European scholars looked to America for the sustenance of free scholarship. Indeed, the American group took up the banner with grace. Mere weeks after Hitler's invasion of Poland, the AMS played host to some of the world's finest music scholars at the International Congress held in New York City. The first such gathering of international scholars of music in America, this congress defined the central role the AMS would play in the decades ahead for musicology worldwide.

By all accounts, the congress was a tremendous success, and in fact drew more attention in the national press than musicology conferences today. Among the speakers were such eminent scholars as Dragan Plamenac (Yugoslavia), Manfred Bukofzer, Knud Jeppesen (Denmark), Otto Gombosi, (Hungary), Fernando Liuzzi (Italy), Alfred Einstein and Curt Sachs. George Herzog's presentation on the Anglo-American folk origins of Negro spirituals created a stir among the press. Not only did the congress provide the AMS with international recognition as a leading organization in the field of music scholarship, it also established the validity of the study of New World musical traditions. As Arthur Mendel wrote in the *Musical Times* (November 1939), "The keynote of the Congress was undoubtedly the aim to demonstrate that America has . . . a musical past, as well as a present and a future." American musicology had come into its own.

#### Growth and Recognition

Over the next decade the Society grew steadily. During the war years, this growth was in part due to the stream of European musicologists who made the United States their home and established themselves in American universities. This wave of immigrations invigorated the scholarly community in the United States and broadened the scope of American resources and scholarship. Some of these immigrants were among the most prominent members of the AMS, both in their personal scholarship and in the scope of their vision for the future of musicology as a profession. Edward Lowinsky involved himself with almost every aspect of the society, most significantly the Josquin Festival, but also including the establishment of various awards and the planning of the Kennedy Center Conferences. Manfred Bukofzer was a longtime board member, and his legacy lives on in AMS publications which continue to be funded by his bequest. Dragan Plamenac was also a board member and spent many years working on an AMS publication project, the Ockeghem Volumes.

Despite the rapid influx of immigrants, the growth of the Society was limited by the careful restriction of the membership and hence the lack of substantial income from dues. The founders of the AMS had initially imagined themselves as a very select group of scholars who had proven themselves through their publications and their reputation in the field. The rather rigorous membership process required perspective





members to be nominated by a current member (whose nomination was then seconded) and then subjected to a vote by the Board. One negative vote was enough to keep a nominee out of membership. By 1944, having realized the limitations this membership policy imposed, the Board established the category of Associate member for those who shared the interests of the society, but did not qualify professionally for membership. Along with this new category of members, the AMS also began a campaign to recruit new members. By 1947 the membership had grown to 549, and in 1948 the distinction between active and associate members was abolished. By 1997 the membership had reached more than 3,000.

By 1942 the total number of chapters had grown to eight, including New England, Philadelphia, Southern California, and Northwestern Chapters. In 1951 the American Council of Learned Societies (ACLS) admitted the AMS as a constituent member, giving them their final validation as a scholarly organization.

### ***Journal of the American Musicological Society***

One of the most decisive steps for the AMS in the effort to gain legitimacy was the founding of the *Journal* in 1948. From the time of the founding of the Society, papers read at annual meetings were published in the Society's Papers. Abstracts of papers read at Chapters were published in the Bulletin. Other news and information was published in the Newsletter, begun in 1944. In 1946, George Dickinson proposed that the Society establish a *Journal* to supersede these various publications, and by 1948 the *Journal of the American Musicological Society* had been founded. Oliver Strunk served as its first editor.

Though the *Journal* editors were not always effective administrators, they were almost always among the most prominent scholars in the field. Following Strunk's high standard were such respected names as Donald Grout, Gustave Reese, Lewis Lockwood, and James Haar. The job of editor was both a great honor and an administrative nightmare. Though the *Journal* brought the Society an influx of institutional memberships, and increased its legitimacy as a scholarly organization, the publication was very expensive and continually plagued with deadline problems. In order to finance the publication the Society was forced to more than double the membership dues. The Executive Board constantly struggled with editors, authors, and the William Byrd Press, who published the *Journal*, to make sure the *Journal* came out on time. In fact, the *Journal* quickly gained a reputation for being late (sometimes up to a year behind schedule) and was a source of embarrassment to some officers. Complaints from the membership flooded in during the 1950s. In several instances an editor left office under unpleasant circumstances. Despite these early problems, *JAMS* is currently received around the world and is recognized as one of the most prestigious journals of music scholarship.

### **Trends in Higher Education**

Over the years changes in the climate of American higher education have been reflected in the operations of the AMS. During the 1940s the influx of European scholars and the resulting increase in the number and variety of doctorates awarded in the U.S. are reflected in the expanding membership roles of the society, dominated by those who had their training abroad, but had now entered the ranks of American educators. At the same time, this rapid growth meant that the parameters of the field and the professional status of its members were in transition. By establishing committees to provide guidelines for doctoral programs and to set standards for the profession, the AMS continued to have input in the development of the field.

From an early date the AMS realized its responsibility to set high educational standards for students, and to ensure that young graduates found the job opportunities they deserved. Caught between roles as scholars and musicians, musicologists often continued to struggle to find their place in academic communities. Claude Palisca pointed out the prejudice against musicologists "from the side of the academic community, which failed to recognize the musician as a full-fledged colleague, and from the members of music departments, who insisted on judging the scholar strictly by standards of practical musicianship." [5] While



musicologists faced such difficulties in the larger academic community, an organization specifically devoted to music research became an important vehicle for providing support (both moral and financial) to music scholars. The AMS constantly discussed and redefined the parameters of the field, and looked towards the future of the profession. Also in the 1970s the ever-tightening job market for academics forced the AMS to rethink their role in providing guidance for young Ph.D.s. This situation led to the establishment of the Placement Service, a joint service with the College Music Society which served as a clearing house for jobs and candidates. The AMS also established committees on job placement and careers, and published several guides to careers in musicology, in and out of academics. Outside the field of musicology, the AMS played a larger role in monitoring trends in intellectual life in general, and in implementing change in the American University system.

In the 1960s as government played a more and more substantial role in funding for the arts and humanities, the AMS was concerned with the establishment and management of such organizations as the National Endowment for the Humanities, and the National Council for the Arts in Education. It fell to scholarly organizations such as the AMS to monitor the methods and means of the NEH and NCAE for supporting music scholarship, both by advising and protesting the actions of these groups. In the 1970s and 80s the AMS took a serious step for the advancement of research on American composers with the establishment of their Committee on the Publication of American Music, and the resulting monographic series on American studies in music.

In the 1980s and 90s trends in American intellectual life led to changing concerns for the AMS as well. Rising awareness of minorities and women's issues, multi-culturalism, gay and lesbian issues, and interdisciplinary studies influenced the formation of committees to address the concerns of the membership, and sparked ongoing discussion. Throughout its history, the choices the AMS made in focusing their creative energies and their financial resources helped to shape the development of American musicological publication and research through the twentieth century.

#### Endnotes

[1] *Bulletin of the New York Musicological Society*, No. 1, November, 1931.

[2] Ibid.

[3] Ibid.

[4] Einstein, Alfred, "The New Outlook of Musical Scholarship in Europe and America," in *Musical America*, September 1939.

[5] Palisca, Claude, "A Brief History," in *Musicology*, ed. Harrison et al.

[Return to Top »](#)

#### ▼ SCOPE AND CONTENTS

The records of the American Musicological Society were donated to the University of Pennsylvania in 1989, with the understanding that the processing and maintenance of the collection would be the shared responsibility of the Curator of the Music Library and the Curator of Manuscripts. While much of the material has a purely administrative interest, the collection as a whole reflects the history of musicology in America through the course of the twentieth century. The names which run through the collection are the eminent music scholars of our age; it was these individuals who shaped the course of musicology in America, both through their scholarship and also through their administrative vision within the AMS. Some of the most significant figures in this collection are Presidents Charles Seeger, Curt Sachs, Gustave Reese, Donald Grout, William Mitchell, William S. Newman, Oliver Strunk, Jan LaRue, James Haar, Claude Palisca, Margaret Bent, H. Wiley Hitchcock, Janet Knapp, and Lewis Lockwood. Otto Albrecht was Treasurer and Business Manager. Rita Benton served as secretary, and Alvin Johnson was long-time Executive Director. Paul Henry Lang served as Treasurer. Nino Pirrotta, Manfred Bukofzer, Alfred Einstein, Arthur Mendel,



and Edward Lowinsky were Members of the Board.

Because officers of the AMS usually only saw each other twice a year, at the spring board meeting and at the annual meeting, the administration of the AMS took place primarily through correspondence. As a result, AMS correspondence records often provide an incredibly rich and detailed account of the decision-making that went on behind any given course of action in the AMS. On the other hand, because it was left up to the individual officers to send their files to the archives, there are often tremendous gaps in the records. Some officers weeded their files significantly before passing them on to a successor. Others discarded the outdated files of a predecessor.

It was not until the early 70s that the AMS gave some thought to an ordered preservation of their records. In 1972 Louise Cuyler made a microfilm copy of the Society's minute books from 1934-1971, and deposited the originals at the New York Public Library. As of 1987 the minute books themselves were considered a permanent part of the NYPL collection. The microfilm remains a part of the Penn collection. In about 1970, Clayton Henderson of Beloit College and later of St. Mary's was appointed archivist, and he began to collect material there with the intention of writing a history of the society. By 1981, Henderson writes that he suspected missing records might be in the Library of Congress, in the Virginia Bonded Warehouse, among the effects of Gustave Reese, and in the New York Public Library of Performing Arts. Certainly some of the material remained in university files of the individual officers.

In 1987 the Society resolved to move all of the records to a central location. Because the Business Office of the Society had been located at the University of Pennsylvania for many years, Philadelphia seemed a logical site for the archive. As John Roberts of Penn's Van Pelt Library wrote at the time, "Because of the long association between the AMS and the University of Pennsylvania, we believe it is highly appropriate that the society's archives be located here." [1] The archives were transferred as a gift to the University of Pennsylvania in January of 1989. Since then various officers and committee chairs have added their files to the collection. Currently the bulk of the material begins with the first meeting of the AMA in June of 1934, and ends with the end of H. Wiley Hitchcock's presidential term in 1992. The most significant gap occurs from 1950-1958; the presidential files of Gustave Reese, Donald Grout (1953-54), Karl Geiringer, and J. Murray Barbour do not appear to have been included.

Some material has been removed from the collection, including personal papers of Otto Albrecht and Alvin Johnson, as well as form letters, publications of societies other than the AMS, tourism brochures, triplicate copies, and ephemera unrelated to the AMS.

#### General Correspondence

Over the course of its history the AMS had occasion to correspond with many of the principal figures in the field of music research, including professional and scholarly organizations, academic institutions, publishing houses and individuals. This correspondence series consists of letters addressed to officers of the society by outside individuals or organizations. This includes letters from members of the society, and even officers of the society at times before or after their term of office. Letters from these individuals and institutions are filed alphabetically to provide name access to some of the most prominent members of the field of musical research. In contrast, the outgoing correspondence is arranged chronologically in order to allow research on a given time period. This dual arrangement allows a researcher both easy access to individual correspondence and also an overview of the activities and concerns of the society over time. The bulk of the correspondence dates from the late 1930s through the mid-1980s.

The earliest correspondents include some of the Society's founding members, including Charles Seeger and Curt Sachs. Paul Henry Lang, one of the founding members of the Society, periodically wrote to clarify his views on the future of the Society. William Newman, onetime president of the AMS often offered his opinions as



well. Isabel Pope was one of the only prominent female members of the AMS in the 1940s, along with Helen Hewitt and Helen Heffron Roberts. Helen Roberts wrote to Secretary Gustave Reese in 1934 to propose that the American Society for Comparative Musicology, of which she was Secretary, merge with the AMS as a recognized branch. Alfred Einstein was one of the most prominent immigrant members of the young society. His daughter Eva established an award in his honor after his death.

Some of the earliest correspondence relates to the 1939 International Congress in New York. Noah Greenberg of New York's Pro Musica also wrote about performances for the Congress. Knud Jeppesen first had contact with the AMS in 1939 when he came to New York as a delegate. He was later elected to Corresponding membership in the society. Romain Rolland, French novelist and musicologist, was forced to decline an invitation. His letter of regret was presented at the opening of the Congress and was quoted widely in daily newspapers. Albert Schweitzer also sent a letter of regret. Other eminent musicologists who wrote regarding their attendance at the Congress were Johannes Wolf, Albert Smijers, Francisco Curt Lange and Otto Gombosi. The 1961 Congress was also a stimulus for correspondence, including Boris Goldovsky, who wrote to discuss a performance of Paisiello's King Theodore, as did Arthur Schoep. Mantle Hood, also active on AMS committees, was a key figure in the organization of the Congress, as well as a prominent ethnomusicologist. Emanuel Winternitz, of the Metropolitan Museum, worked on performance arrangements for the Congress and was also a Council member.

Often individuals who served on the Council or had completed terms as officers or Board members wrote to advise or to offer constructive criticism. Margaret Bent and Larry Bernstein, both active members and administrators of the AMS, wrote with various proposals for the goals and organization of AMS. Additional correspondence from them, as well as from David Boyden, may be found throughout the collection. H. Wiley Hitchcock, later AMS president, writes in 1970 with a brief bibliography on early American music. Harold Spivacke was a member of the board and council, and occasionally communicated on library issues. Denis Stevens, musicologist and conductor, as well as AMS council member, wrote to comment on the 1968 Annual Meeting. Though he never served as its president, Edward Lowinsky served on many of the Society's committees and was especially involved in the establishment of prizes and awards, and had a clear concept of the importance of the AMS in national educational issues. Dragan Plamenac, a member of the board and honorary member, was until his death the editor of the Ockeghem Volumes, a long term AMS publications project (see also Publications, Ockeghem).

Other members, even if they never served as officers, made a career-long commitment to the AMS through their service on committees and their work on special projects. Martin Picker was primarily involved in publications and also served as editor of the Journal. He writes to comment on the feasibility of a library research center in Italy. Manfred Bukofzer was active on many committees in the Society and eventually gave a substantial bequest to the Society's publications endowment (see Treasurer, Funds and Bequests). Helen Hewitt, a board member of the AMS and compiler of the early versions of the Doctoral Dissertations in Musicology, wrote primarily concerning her professional projects (see also Board Correspondence and Publications, Special Projects, DDM). Cynthia Hoover, a librarian at the Smithsonian Institute, was active member of the U.S. Bicentennial Committee and the Committee on the Publication of American Music, in particular the Billings project (see also Publications). Irving Lowens, a notable music critic, was involved in such AMS projects as the Kennedy Center Festivals and in 1975 wrote to explain his position on AMS involvement in the events.

Other members wrote to promote issues in which they had an vested interest, to ask the AMS to endorse their projects, or to incite political action by the AMS. Barry Brook was a frequent correspondent regarding his inventory projects (see also Affiliations, RILM). Malcolm Brown had close ties with Soviet Musicologists as well as IREX and wrote to sponsor various exchange trips (see also Affiliations, IREX). Vincent Duckles of the Music Library Association was concerned with the research





library element of the field; he devoted considerable energy to the proposed establishment of an American Library Center for Musicological Research in Rome (see also Music Library Association and Special Topics, American Library Center in Italy). Richard S. Hill, the editor of MLA's NOTES, was also active in the AMS, especially in the committee on RISM. In 1975 Don Krummel applied to the AMS to endorse his NEH Grant application for a Directory of Source Materials in Early American Music. Arthur Mendel served on AMS committees and frequently applied to the board for political action or reform, including appointments to NEH and the cutback on hours at the Library of Congress. James Pruett of the Library of Congress wrote in 1990 to draw the attention of the AMS to the copyright legislation which he believed threatened musical scholarship. In 1954 Alex Ringer wrote to express his feelings about the Howell Bill, then under consideration.

There were of course those members who brought problems and complaints to the attention of the Board. Tim McGee offered the Canadian viewpoint to the Society, and incited debates on the treatment of Canadian members by the AMS and on the possibility of establishing a Canadian chapter. Alex Main, for some time a member of the Chapter Fund Committee, wrote several letters in 1990 to enquire about the AMS policies for selecting papers to be read at annual meetings; many prominent scholars, he argued, were rejected time and again in favor of less qualified presenters.

In the years after its founding the AMS was forced to define the parameters of its intellectual projects. This effort at self-definition necessarily excluded some members and, as a result, splinter groups often formed. Some groups were formed to provide an alternative to the AMS. As the head of the American Institute of Musicology in Rome, Armen Carpetyan was a difficult correspondent for many decades. On several occasions the AMS tried to form a lasting affiliation with the AIM, but with limited success. While the AIM and the AMS did collaborate on the publication of the *Arcadelt* volume, Carapetyan remained distrustful of the Society and often accused them of exclusionary practices (see also in Correspondence, AIM, in Publications, *Arcadelt*; Committees, AIM; and Affiliations, AIM). Gilbert Chase was an early member who was heavily involved in Latin American Musicology. He too was sometimes disappointed by the AMS's willingness to support ties with other Musicological organizations. The American Musical Instrument Society was another interest group organized out of the AMS. Its members, notably former AMS registrar Cecil Adkins, were often sensitive about what they saw as the AMS's exclusion of their interests. The Society of Ethnomusicology and the Society of Music Theory were both created out of AMS membership pool, and often the societies met jointly. Charles Seeger was a prominent figure in the early years of the AMS, but as time wore on he began to associate himself more firmly with the SEM, which he had founded; in the 1960s Seeger and Strunk corresponded on the possibility of a merger between the AMS and SEM. Of course the AMS looked warily at first on what might seem to be a fragmenting of their unified organization. As time went on, however, they welcomed the new perspectives afforded by these younger societies.

Throughout its history the AMS constantly renegotiated its ties to various professional and scholarly organizations; they both depended on the support and resources of these organizations, and also wished to maintain their own separate group identity. The American Council of Learned Societies elected the AMS a constituent member in 1951. It is through the ACLS that the AMS expresses its views on arts and education in America. The ACLS also offers funding to the Society (see also, Affiliations, ACLS). The International Musicological Society was another important affiliation for the AMS. They occasionally held their annual meetings in conjunction with the IMS Congress, and AMS officers often served on the board of the IMS. In addition to correspondence relating to their joint meetings, the IMS also wrote regarding projects they helped to fund, including the Doctoral Dissertations in Musicology Series. For many years the AMS was a member of the National Music Council, until they resigned their membership in 1969. Through its contact with the American Association of University Professors, the AMS maintained its interest in the professional lives of its members.



In addition to the memberships it held in umbrella organizations, the AMS also had affiliations to societies with which they formed joint committees or planned joint meetings. The College Music Society often held joint meetings with the AMS and collaborated on such projects as the Placement Service (see also Annual Meetings and Publications, Special Projects, Placement Service). The Music Teacher's National Association was a forerunner of the AMS, and for the first several years the AMS participated jointly in the MTNA annual meeting. Karl Gehrken of the MTNA wrote in 1937 to negotiate an affiliation between the two organizations. For a period in the 1940s the AMS offered free memberships to the winners of the Mu Phi Epsilon award. The Music Library Association shared many members with the AMS and was involved in many joint projects, including joint annual meetings, the translations center, and the reprints committee. For a brief period in the 1970s the AMS worked with the Kennedy Center to plan a series of Festival-Conferences featuring individual composers. While the Haydn and Mozart Festivals were a success, other events were canceled, and the project was eventually abandoned (see also Committees, Kennedy Center, and Events). The International Research and Exchanges Board organized Soviet-American exchanges in the 1980s. The Modern Language Association provided the AMS with use of their computer system to process their mailing list. Other related societies include the International Association of Music Libraries and the Music Educator's National Conference.

Among other correspondents are the following prominent musicologists: Karl Geiringer, Donald Jay Grout, Charles Hamm, Glen Haydon, Daniel Heartz, George Herzog, Lloyd Hibberd, Joseph Kerman, Otto Kinkeldey, Jan La Rue, Alfred Mann, Dayton Miller, Hans Nathan, Otto Ortmann, Carl Parrish, Nino Pirrotta, Curt Sachs, Egon Wellesz, Anselm Hughes, and Eric Werner. Erich Hertzmann wrote personal letters to Oliver Strunk and his wife over several decades. In 1974 Paul Pisk wrote to communicate his intention of leaving \$20,000 to the AMS in his will. As a result of its early connection with New York City, the AMS has reason to correspond with the New York Public Library, where they frequently held board meetings and later stored their records. The law firm of Rodwin & Rodwin provided legal advice for the AMS, especially in their publications contracts and constitution.

#### **Board and Council Correspondence**

Sometimes called Members at Large, Executive Committee, Executive Board, or Board of Directors, this group included the officers of the society and four elected representatives (six in the earlier years). Each board member served two years, with staggered terms. The correspondence of the Board generally reflects the debates and discussions of the administration over the years. Often this includes circular letters soliciting opinions of board members, or even ballots requiring a vote. Council Correspondence includes only circular letters to the council members; letters from the Council are filed under the member's name in general correspondence. Names of Officers, Board, and Council Members can be found in Administrative Records, List of Officers.

Other Correspondence includes Inquiries and Solicitations, which consists of form letters, requests for address lists, and requests for information. Invitations are primarily for inaugural events, to which the AMS was expected to send a representative.

Correspondence filed elsewhere in the collection includes: letters from members relating simply to issues of membership (Membership); correspondence among committee members, or between committees and outside organizations (Committees); correspondence among the publications committee, between editors and the officers, and between the publications committee and authors and publishers (Publications); correspondence among arrangements committees, or between arrangements committees and hotels, insurance brokers, exhibitors, etc. (Annual Meetings); correspondence between chapter officers and the Society (Chapters).

#### **Minutes**

The decision-making of the Society is made primarily by the Board, at their Biannual



Meetings. The Board met once in the spring, often at the site of that year's coming annual meeting; in early years meetings of the Board were held at the New York Public Library. A second meeting of the Board was held in the fall or winter at the Annual Meeting itself. At the annual meeting, two board meetings were held: one for the outgoing board and one for the incoming board. In all cases the president collected items for the agenda throughout the year, sometimes at the request of members, and sometimes on his own initiative. This included periodical reports from the chairs of various committees. An agenda for the meetings was filed with the secretary and sent out ahead of time to board members. The secretary took notes at the meetings and sent a draft to the president and executive director for corrections. A final version of the minutes was supplied to the Board for approval at the beginning of the next meeting. Other regular meetings include meetings of the Council and Business Meetings. Meetings of the General Membership were eventually abandoned.

This series includes minutes of the Society from the time it was established to the present day. This includes agendas, drafts of minutes and final versions of minutes. When attachments were included they are filed with the minutes. Microfilm of early records are available. Minutes from the years 1983-1988 are bound in notebooks along with relevant documents. An index of the minutes records topics discussed in meeting from 1954 to 1962. Also included is a list of missing minutes.

#### Membership

In the first years of the Society, acquiring membership was an arduous task. A member must first have been nominated by a current member, which nomination was then seconded. A lengthy application was then filed, including recommendations, and then was subject to approval of the board. When a hierarchized membership was created in 1948 (by the Committee on Instituting a New Class of Members), the Board had to first decide whether the candidate merited Active or only Associate Membership and then had to review these memberships annually. In the late 1930s and early 40s Gustave Reese kept member files alphabetically by the name of the member. These files include nominations, applications, recommendations, ballots from the Board and incidental correspondence with the applicant. William Mitchell continued much the same practice in the late 1940s and early 50s. By the mid-fifties, however, when Louise Cuyler took over as secretary, the membership process had been much simplified. By this point anyone could be accepted as a member, as long as dues were paid. For this reason it was simpler for Cuyler to file applications chronologically by year and then alphabetically by member name.

In early years the Society had a Membership Committee, first charged with organizing applications and later with recruiting members. The correspondence of this committee spans the years 1935-1962 and includes promotional membership material. The committee on Honorary and Corresponding Members proposed individuals to receive Honorary Memberships, and foreign individuals to be honored with Corresponding memberships. The list of proposed names was then revised and approved by the Board and voted on by the Council.

After the dissolution of the Membership Committee, the position of Membership secretary (later Registrar) was established. Cecil Adkins served as Registrar from about 1969 to 1978 and ran the membership office out of the North Texas State University. Adkins was responsible for processing new members, collecting dues, and maintaining the membership list, which he eventually computerized. Mailing labels came from this office as well. This correspondence is primarily between Cecil Adkins and the Treasurer and Business Manager, first Otto Albrecht and later Alvin Johnson, regarding membership accounts. Member letters are mainly letters between the members and the secretary, regarding the status of their membership or posing a question. Also included are forms and form letters, membership cards, and other materials relating the membership. Directories were published periodically in the Journal, and eventually brought out annually as a separate publication.

#### Committees



**AMS-50:** In honor of the Society's fiftieth anniversary the AMS resolved to establish a dissertation fellowship for doctoral students in musicology. This began a long-term fund raising efforts, in which the campaign committee, with the help of an NEH matching grant raised over \$500,000. For most of this period D. Kern Holoman was the energetic chair of the committee, generating a great volume of correspondence with prospective donors as well as organizing fund raising events and publicity mailings. By 1986 the AMS-50 Fellowship Committee was able to consider their first batch of applicants. This correspondence primarily includes correspondence between committee members and between officers and committee members, as well as correspondence with recipients. In addition, submissions from candidates for the 1990 year are also included, giving an idea of the committee's work of evaluating and eliminating prospective dissertations. Controversy over gender bias in the appointment of committee members and in the awarding of fellowships troubled this committee for several years. A Scrapbook of clippings and photos related to the AMS-50 benefit at the Annual Meeting in Cleveland in 1986 has been removed to the Memorabilia Series.

**Awards:** Over the years several generous gifts and bequests allowed the AMS to establish annual awards. The Einstein Award, established in 1967, was made possible by Eva Einstein in honor of her father Alfred Einstein, to be awarded annually to the best article published by a young scholar. This award suffered much criticism over the vague terms of its requirements (this criticism included allegations of sexism), and underwent several revisions. The Noah Greenberg Award was established anonymously in 1976 in honor of Noah Greenberg, to be awarded annually to a performance group. The Kinkeldey Award was endowed with a bequest from Otto Kinkeldey to be awarded annually to a book published on a musicological topic. The Paul A. Pisk Prize was first awarded in 1991, for the best scholarly paper by a graduate student. Though the committees in charge of awarding these awards were sometimes appointed a year or two in advance, this material is all filed chronologically by the year in which the award was granted. Correspondence includes the establishment and revision of guidelines for the awards, discussion of the candidates by the committees, complaints directed to the committees, correspondence with donors and recipients. Also included are copies of award citations, blank samples of awards certificates, and historical lists of awards recipients. Recordings by two winners of the Greenberg award can be found in Box 119 with Memorabilia.

**Nominating:** The nominating committee was appointed to nominate candidates for officers of the society and for council members. The list of nominees was submitted to the Board for approval, and then voted on by the membership as a whole. This committee influenced the direction the society headed from year to year in its choice of candidates. In compiling a list of nominees, the committee hoped to find the most distinguished scholars in their field, while also presenting slates balanced between men and women, with a representation of diverse specializations, institutional affiliations, and regional distribution. The relative success or failure of the committee to achieve this goal was constantly under debate. The records of the nominating committee include discussion of candidates, sample ballots, candidate biographies, election counts, and miscellaneous election material.

**Special Committees:** In addition to permanent committees with long-standing functions, presidents occasionally appointed ad hoc or supervisory committees. While some of these committees served only a brief period, others significantly influenced the policies of the Society. As a scholarly organization the AMS was of course concerned to monitor the development of the field of music education, especially to ensure that graduate programs instituted and maintained high standards for their training. Committees related to music education include: Curriculum and Accreditation, GRE Committee, Graduate Studies, Graduate Standards, Interdisciplinary Studies, Music Education in Secondary Schools, and Musicology.

The various committees relating to careers reflect the job shortage beginning in the late 1970s and demonstrate the growing awareness on the part of the AMS of their





responsibility to guide young Ph.D.'s into the professional world. These committees include Academic and Non-Academic Employment, Career Options, Career Related Issues, and Hiring Procedures. The Committee on Academic and Non-Academic Employment undertook a project of publishing a handbook of career guidelines, under the supervision of Cynthia Verba.

Some committees arose from concern over discrimination on the job market, and a heightened sensitivity to under-represented groups. The Committees on Cultural Diversity, on Outreach, on the Status of Women, and on Minorities, were all extremely vocal. While at times they may have encouraged a kind of hysterical paranoia among some committee members, in general these committees promoted a more balanced representation of interests among officers and awardees. The Committee on Committees was responsible for drawing up an explanation of the functions of each committee, and describing rules of appointment and rotation. The U.S. Bicentennial Committee designed a project in honor of the American Bicentennial in 1976. The Committee's project, the publication of the *Complete Works of William Billings*, later blossomed into the Committee on the Publication of American Music (see Publications). Other miscellaneous committees include the Committees on the American Institute in Rome, on Automated Bibliography, on a Central Business Office, the Collegium Committee, the Committee on Editorial Policy, on the Encyclopedia Project, on the Kennedy Center Festival Conferences, the Ad Hoc Committee on Local Arrangements, the Committees on Reorganization, on Reorganization of the Council, on Reprints, on Technology, and on the Translations Center.

In addition to correspondence among individual committees and reports of those committees are lists of committee appointments, form letters to committee chairs, and other miscellaneous material.

#### Publications

The Publications projects of the AMS are perhaps the most concrete way the Society exerted its influence in musicological scholarship. The Publications Committee met to formulate projects, give editorial input, or select projects for their financial support. This committee initially took on Publications projects of their own, in which committee members served as a virtual editorial staff. These projects often took decades and outlived individual editors. Several of the works published by the AMS are invaluable additions to the field of scholarship, including the *Collected works of Ockeghem*, edited by Dragan Plamenac, *The Complete Works of John Dunstable*, edited by Manfred Bukofzer, and Joseph Kerman's Elizabethan Madrigal. *The New Josquin Edition* was jointed undertaken with a Dutch Press (the VNM). Hans Tischler's *Earliest Motets* was another project that spanned the terms of several different committee chairs. The records of the Publications Committee include correspondence among committee members, editorial comments from the members to authors, submissions, contracts, and drafts. Page proofs of the Ockeghem work have been removed to Oversize in Box 120.

The *Works of William Billings* was undertaken by the U.S. Bicentennial Committee. It was out of this project that the Committee on the Publication of American Music was born in 1981. This committee included such prominent Americanists as Richard Crawford and H. Wiley Hitchcock. Cynthia Hoover of the Smithsonian was another dedicated member. This committee made grant application to the NEH for a long-term project to publish monographic studies on American music. The records of COPAM contain correspondence, proposals, NEH grant applications, and contracts. Though the *Journal of the American Musicological Society* often functioned as a separate body, and though its records are contained in a separate collection, the AMS Board did make some basic organizational decisions, including the appointment and dismissal of Editors and the Editorial Board. This sub-series contains correspondence between the president of the Society and the Journal Editor and Editorial Board, Reports on the Journal, and papers relating to producing the Journal's Index. The Society sent out a Newsletter from as early as 1944 to circulate news and information to its members. It was initially thought that the Journal would replace the Newsletter, but it soon became clear that there was material enough for



both publications. While the Journal printed scholarly articles and reviews, the Newsletter printed messages from the President, reports of committees, schedules of annual meetings, budgets, obituaries, and other news. The Newsletter editor collected material from officers and committees and published two issues each year. This subseries contains correspondence between officers and the Newsletter editor, drafts, undated submissions, and a mailing list. Material generated by the Journal editor and editorial board can be found in Ms. Coll. 222.

The Society also undertook publications projects for the interests of its own members, such as the Abstracts of Papers and Bulletins, which preceded the Journal, and also the AMS Anniversary Booklet written by Richard Crawford. In addition, they released non-scholarly reference pamphlets, usually funded by the Publications Committee Budget. Included in these were the long-running *Doctoral Dissertations in Musicology*, first compiled by Helen Hewitt, and later by Cecil Adkins, *The Report of the International Musicological Society Congress in 1977*, and the listing of placement opportunities. Other general publications material includes lists of publications, budgets, copyright certificates, publications orders, permissions, and order books.

#### Annual Meetings and Events

The central event on the AMS calendar was the Annual Meeting. These meetings included the presentation of scholarly papers, concerts, banquets, meetings of the board and council, and the presentation of awards. The AMS held its first Annual Meeting in Philadelphia in 1935. This meeting was held jointly with the MTNA. Throughout its history the AMS met with other societies, both to defray costs and to encourage an interchange of ideas. The AMS frequently met with the College Music Society, the Society for Ethnomusicology and the Society for Music Theory. On several occasions the AMS combined their annual meeting with a meeting of the IMS, for which they played host. This collection contains substantial records for three IMS congresses: the New York Congress in 1939; the New York Congress in 1961; and the Berkeley Congress in 1977. A videotape of the performance of "Apollo and the Nine Muses" can be found with the box of memorabilia. While for the first decade of its existence the Society held most of their conferences on the East Coast, they soon instituted a policy of rotating the meetings among different regions of the country.

As the size of the membership grew, these annual events became more and more difficult to organize. Though the first annual meetings were planned only months before they happened, in later years the planning began as early as six or seven years ahead of schedule. The planning for an annual meeting was undertaken by a group of committees, in conjunction with the officers and Board: the Program Committee, and the Local Committee, and the Performance Committee, each appointed by the President. The Program Committee was made up of members from across the country, including the chair of the Committee for the previous years, and the chair of the Committee for the following year. This committee was responsible for reading and selecting abstracts of the papers to be presented. The Performance Committee was responsible for scheduling concerts during the conference. The Local Committee bore the brunt of the work; this committee comprised regionally based members, whose responsibility it was to coordinate hotel accommodations, collect registrations, and take care of practical matters.

Material available for a given annual meeting varies in quantity from a single program to three boxes of papers regarding every aspect of the meeting. This material includes correspondence between officers and program committee members, arrangements with hotels and exhibitors, programs and drafts, insurance forms, registration forms, and proposed abstracts.

#### Chapters

As the Society grew from a relatively local organization to a body of more than 3,000 individuals across the U.S. and Canada, it formed into smaller regional organizations or chapters. These individual chapters held events and conferences of their own on a more frequent basis, perhaps once or twice a month. Chapters were



better equipped to recruit members locally, and to address the concerns of individual members. While members continued to pay dues directly to the AMS, some chapters collected supplementary dues. Additionally, the AMS paid chapters a per capita allotment to finance events and administration. To monitor the size and activities of chapters, the secretary collected reports from each chapter once a year, detailing financial records, membership, officers, and organized events. For additional monetary support, chapters might apply to the Chapter Fund Committee, whose job it was to evaluate proposals and award money.

Many of these chapters grew up spontaneously around a city or university, as a result of an individual member's initiative. In consequence, the system of regional division lacked order; the Midwest Chapter spanned a thousand miles and drew hundreds of members, while other Chapters had difficulty gathering any members at all. In 1969, President William S. Newman formed The Chapters and Regions Committee to address this problem. This committee surveyed all existing chapters and proposed a plan to redraw the geographical Chapter divisions. Unfortunately, many chapters were resistant to change, and while some reforms were adapted, many members were offended; other chapters virtually ignored the changes.

Material in this series includes correspondence between the AMS and chapter officers, chapter reports, programs of chapter events, and lists of chapter officers. Additionally, records of the Chapters and Regions Committee include correspondence, questionnaires distributed to chapters, and the final report of the committee. The records of the Chapter Fund committee include correspondence between the committee and chapter officers, as well as between the committee chair and the treasurer.

#### Financial

The Society depended on member dues for its basic operating expenses. Additional sources of income include gifts and bequests by members, some of which funded particular projects; others supported annual prizes. Additionally the Society received grant support from the ACLS and the NEH. The financial aspects of the Society were managed in early years by the Treasurer; Alvin Johnson later took on this role in combination with that of Executive Director. It was his job to prepare budgets, file tax reports, pay bills, distribute reimbursements, fill publications orders and manage the endowment fund. This series includes financial statements, audits, tax reports, treasurer's reports, and receipts.

#### Administrative

This series includes the Society's certificate of incorporation, along with its revision in 1942. Also included are copies of the constitution and drafts of amendments, together with correspondence regarding these amendments. Miscellaneous papers belonging to the secretary are also included, along with descriptions of the duties of various officers, and historical lists of the terms of officers, board members and council members.

The archive was established around 1970, when Clayton Henderson was appointed Archivist. This subseries contains correspondence with Henderson regarding the archive and the history of the Society that Henderson intended to write. Also included are notes regarding the papers, notes on interviews with senior members, copies of printed histories of the Society, and photocopies of early papers. From the late 1980s, when the collection was moved to the University of Pennsylvania, there are letters of negotiation and legal documents, as well as reports on the status of the collection.

#### Endnotes

[1] Letter from John Roberts to Jane Stevens, June 1, 1987.

[Return to Top »](#)

#### ▼ ADMINISTRATIVE INFORMATION

#### Publication Information



University of Pennsylvania: Kislak Center for Special Collections, Rare Books and Manuscripts, 2009

#### **Finding Aid Author**

Finding aid prepared by Rebecca C. Smith, Leah Germer

#### **Access Restrictions**

To consult this collection, readers must obtain written permission of either the current President or Executive Director of the American Musicological Society.

#### **Use Restrictions**

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#### **Source of Acquisition**

Gift of American Musicological Society, 1989-2009.

[Return to Top »](#)

#### **▼ OTHER FINDING AIDS**

For a complete listing of correspondents, do the following title search in [Franklin: American Musicological Society Records](#).

[Return to Top »](#)

#### **▼ COLLECTION INVENTORY**

##### **I. Correspondence.**

##### **A. General correspondence.**

##### **Description & Arrangement**

Correspondence between representatives of the Society and outside individuals or organizations. These representatives are primarily officers of the Society, in most cases the President, Secretary or Executive Director. Incoming correspondence is arranged alphabetically by correspondent, and then chronologically. Outgoing correspondence follows and is arranged chronologically.

##### **1. Incoming.**

	Box	FOLDER
A-R-Boyden.	1	1-65
Brigham-Cyr.	2	66-126
Daniel-Haydon.	3	127-211
Heartz-Julliard.	4	212-274
Kaczynski-Masson.	5	275-346
Mead-Nugent.	6	347-411
Oberlander-Rutgers.	7	412-483
Saari-Swartz.	8	484-559
Taylor-Zimmerman.	9	560-645

##### **2. Outgoing.**

	Box	FOLDER
1934-1958.	10	646-680
1959-1960.	11	681-715





#### TABLE OF CONTENTS

[Descriptive Summary](#)  
[Administrative History](#)  
[Collection Arrangement](#)  
[Administrative Information](#)  
[General note](#)  
[Collection Inventory](#)  
[Series 1: Veterans' papers](#)  
[Series 2: Veterans groups and Memorial societies](#)  
[Series 3: Photographs](#)  
[Series 4: Books](#)  
[Series 5: Audio-Visual](#)  
[Series 6: Newsletters](#)  
[Series 7: Images](#)  
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## Eighth Air Force archive, 1939-2009

### HCLA 1538

#### COLLECTION OVERVIEW

**Title:** Eighth Air Force archive  
**Dates (Inclusive):** 1939-2009  
**Creator:** Eighth Air Force Memorial Museum Foundation  
**Abstract:** The Eighth Air Force archive documents both the fighter and bomber groups that served in Europe and Africa during World War II and the Eighth Air Force veterans organizations nationwide. It contains books, photographs, audio-visual materials, oversize graphic materials, artifacts, memorabilia, microfilm, and organizational records donated by veterans and their families.  
**Collection Number:** HCLA 1538  
**Size:** 127.86 Cubic Feet  
**Size:** 670 items  
**Location:** For current information on the location of these materials, please consult the [library catalog](#).  
**Repository:** [Special Collections Library, Pennsylvania State University](#).  
**Languages:** English

#### ADMINISTRATIVE HISTORY

The Eighth Air Force was organized January 28, 1942. Dedicated to the strategic bombing of Germany, the Eighth Air Force's daylight strikes and the Royal Air Force's night bombardment led to the dislocation and destruction of Germany's infrastructure and economy. The Eighth Air Force archive is the result of the efforts of James Hill, the editor of the 8th AF News. In 1990, Mr. Hill began collecting papers, audiovisual materials, and memorabilia from members of the 8th Air Force. Mr. Hill passed away in 1998, and the 8th Air Force Memorial Museum Foundation (8AFMMF) currently coordinates the acquisition and transfer of historical materials from veterans of the 8th Air Force to the archive at Penn State. In 1998, donors Sherry Petska Middlemas and George Middlemas Jr. established the Albert M. Petska Libraries Endowment to honor the memory of their fathers, both Air Force veterans. Albert M. Petska served in the 8th Air Force, and George M. Middlemas Sr. served in the 15th Air Force. This endowment provides for acquisitions and preservation.

[Return to Table of Contents](#)

#### COLLECTION ARRANGEMENT

This collection is arranged in eight series: Veterans' papers; veterans groups and memorial societies; photographs; books; audio-visual; newsletters; images and exhibit.

[Return to Table of Contents](#)

#### ADMINISTRATIVE INFORMATION

##### Physical Restrictions

Some materials in this collection are stored offsite, please allow three days for retrieval before use.

##### Access Restrictions

Collection is open for research.

##### Copyright Notice

Copyright is retained by the creators of items in these papers, or their descendants, as stipulated by United States copyright law.

##### Preferred Citation

[Identification of item], Eighth Air Force archives, HCLA 1538, Special Collections Library, Pennsylvania State University.

#### Processing Information

Processed by Special Collections staff.

[Return to Table of Contents](#)

#### GENERAL NOTE

The Eighth Air Force archive acquires and preserves original primary source documentation and reference materials devoted to the history of this strategic bombing group and the role its veterans played in defeating the Axis powers. The archive also collects records of the Eighth Air Force Historical Society and other World War II era combat, aviation and support organizations active in preserving the historical legacy of "The Mighty Eighth." Through donations and gifts provided by veterans and their families, state and local Eighth Air Force veteran's associations, private collectors and independent researchers, the Eighth Air Force archive collects a wide variety of materials, including: original documents and manuscripts; veteran's correspondence, diaries, scrapbooks and oral histories; filmed combat sorties; maps, photographs and original graphic art and ephemera; newspaper clippings, books and periodicals; as well as veteran's organization newsletters and publications. The Eighth Air Force consists of approximately 130 cubic feet of records, more than 500 audio and videotapes, and hundreds of artifacts. It is organized into eight series: Individual collections; veterans groups and memorial societies; photographs; books; audio-visual; newsletters; images and exhibit. Photographs document personnel, aircraft, base life and combat missions, as well as reunions, symposiums, and air shows attended by veterans in the years after the war. All books are individually cataloged and bibliographies may be found online with the University Libraries' catalog search. The audio-visual series contains over five hundred titles, including gun camera footage, home movies of base life in England, reunions, symposiums, and documentaries. The newsletter series is organized by organization and group numbers. The organizations include headquarters, ground crews, fighter groups, bomber groups, state chapters, and related veteran's groups. Many of the bomber and fighter groups, along with their various support groups, are represented in this series.

[Return to Table of Contents](#)

#### COLLECTION INVENTORY

Click associated checkboxes to select items to request. When you have finished, click the Submit Request button.

[Submit Request](#)

[Clear Selections](#)

<input type="checkbox"/> Series 1: Veterans' papers,		
<input type="checkbox"/> Subseries 1: James Hill papers,		
<input type="checkbox"/> Series 1: 8AF News,		
	BOX	FOLDER
<input type="checkbox"/> Castles in the Air-Book Manuscript for Review, undated	16	1-3
<input type="checkbox"/> Contrails-Book Manuscript for Review, undated	16	4-6
<input type="checkbox"/> Flak Dodger-Book Manuscript for Review, undated	16	7-8
<input type="checkbox"/> General Carl A. Spaatz and the Emergence of Independent Airpower-Book Manuscript for Review, undated	16	9-10
<input type="checkbox"/> Screwball Express- Book Manuscript for Review, undated	16	11
<input type="checkbox"/> Stalag Luft III: A Collection of German Prison Camp Sketches-Book Manuscript for Review, undated	16	12
<input type="checkbox"/> U.S.A.: The Hard Way-Book Manuscript for Review, undated	16	13-14
<input type="checkbox"/> 3ADHQ-Submitted Short Stories, undated	16	15
<input type="checkbox"/> 7PRG-Submitted Short Stories, undated	16	16



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## Collection Details

[Table of contents ?](#)

- [Publication Rights](#)
- [Acquisition Information](#)
- [Processing Note](#)
- [Preferred Citation](#)
- [Historical Note](#)
- [Scope and Content of Collection](#)
- [Conditions Governing Access](#)

Title: California Social Welfare Archives records

Collection number: 0412

Contributing Institution: USC Libraries Special Collections

Language of Material: English

Physical Description: 5.0 Linear feet 5 boxes

Date: 1979 -

**Abstract:** The records of the California Social Welfare Archives include letters, fundraising documents, event planning materials and programs, and other materials relevant to the organization and functioning of the Archives as an organization. The initial collection covers the period from the CSWA's foundation in 1979 as the California Social Welfare Heritage through the beginning of the 21st century.

creator: California Social Welfare Archives

### Publication Rights

Property rights reside with the California Social Welfare Archives. Some literary rights may be retained by the creators of the records or their heirs. For permissions to reproduce or to publish, please contact the

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[Collection Details](#)

[Publication Rights](#)

[Acquisition Information](#)

[Processing Note](#)

[Preferred Citation](#)

[Historical Note](#)

[Scope and Content of Collection](#)

[Conditions Governing Access](#)

Collection Contents

Administrative

Allied Agencies

Archivists

Chronological Files

Collection Development

Consultant's Report

Correspondence

Events

Finding Aids

General Correspondence

Hall of Distinction

Holdings

Oral History Project

Pioneers

Policy

Resumes

Request for records

Web Pages

Events

Annual Meetings

Lectures

SYRACUSE UNIVERSITY

PAN AM FLIGHT 103

Lockerbie Air Disaster Archives

[ARM Home](#) | [SU Home](#)

Google Custom Search

[PAN AM 103 HOME](#)

[ARCHIVES HOME](#)

[CONTACT US](#)

[FEES](#)

[LINKS](#)

[POLICY](#)

Table of Contents

[Summary](#)

[Biography](#)

[Scope and Content Note](#)

[Restrictions](#)

[Related Material](#)

[Selected Search Terms](#)

[Administrative Information](#)

[Arrangement](#)

[Inventory](#)


[Cory Donation](#)

[Habbe Donation](#)

Ask the archivist

Scott Marsh Cory Collection

An inventory of his collection at the Pan Am Flight 103/Lockerbie Air Disaster Archives at Syracuse University



Summary

Creator:

Cory, Scott Marsh.

Title:

Scott Marsh Cory Collection

Dates:

1968-2011; Undated

Size:

1 box; 0.5 linear foot

Abstract:

The Scott Marsh Cory Collection contains photographs, albums, clippings, correspondence, and other materials related to Scott Marsh Cory, one of 35 Syracuse University students killed in the bombing of Pan Am Flight 103.

Language:

English

Repository:

Pan Am Flight 103/Lockerbie Air Disaster Archives  
Syracuse University Libraries  
222 Waverly Ave., Suite 600  
Syracuse, NY 13244-2010  
<http://archives.syr.edu/panam/>


Biography

Born September 27, 1968, Scott Cory was from Old Lyme, Connecticut. He was a junior in Syracuse University's School of Management, and was studying abroad in London through the Division of International Programs Abroad (DIPA). Scott was survived by his parents, John and Dorris Cory; and two brothers, John Jr. and James.

Scott was described by his parents as having "an infectious exuberance for life...and irrepressible sense of humor, and brought joy to those around him."

A memorial scholarship was established in Scott's name at Old Lyme High School.

[Return to top](#)



Scope and Content Note

The Scott Marsh Cory Collection contains photographs, albums, clippings, correspondence, and other materials related to Scott Marsh Cory, one of 35 Syracuse University students killed in the bombing of Pan Am Flight 103. It is divided into two series: the **Cory Donation**, and the **Habbe Donation**. The former contains subseries for **Clippings**, **Correspondence**, **Photographs**, **Subject Files**, and **Vital Records**. The latter contains subseries of **Clippings**, **Correspondence**, and **Subject Files**.

[Return to top](#)

Restrictions

156 · Representative Documents: Finding Aids and Guides

## Advisory Boards

---


## CORNELL UNIVERSITY

The Cornell Hip Hop Collection Advisory Board


<http://rmc.library.cornell.edu/hiphop/adboard.php>

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Cornell University Library > Rare and Manuscript Collections > Hip Hop Collection



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**Brian Mlodzinski**, ["DJ Gourd"](#).

[board hub](#)


photo by Joe Conzo



Cornell University  
Library

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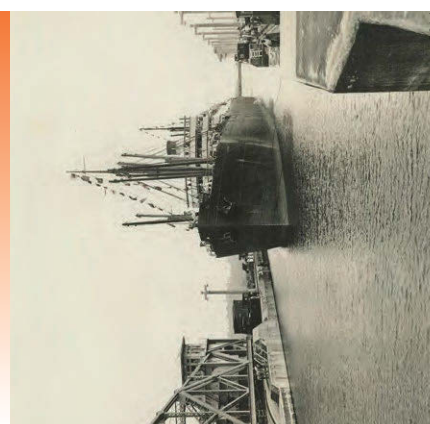


## Donor Support

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Friends of the Panama Canal  
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<http://ufdc.ufl.edu/pcm>



**UF**  
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Libraries  
UNIVERSITY of FLORIDA  
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Gainesville FL 32611-7000

### I want to be a 2015 Friend of the Panama Canal Museum Collection at the University of Florida!

- ☐ Student Friend, \$15 (Include copy of student ID)
- ☐ Gaillard (Canal Builder)

- ☐ Individual \$26+
- ☐ Two household members \$50+
- ☐ Gorgas (Professional), \$125+
- ☐ Stevens (Leadership), \$250+
- ☐ Goethals (Executive), \$500+
- ☐ Roosevelt (Presidential), \$1,000+

*Memberships run from January 1st to December 31st. Memberships purchased after July 1st will be automatically credited to the following year. If your membership request should be processed differently, please email us at: [PCMCFriends@uflib.ufl.edu](mailto:PCMCFriends@uflib.ufl.edu)*

#### Method of Payment:

To pay with a credit card, please use the online form at <http://apps.uflib.ufl.edu/pcmmembership/>

To pay by check, please fill out the following form and mail form and check to the Office of Development, University of Florida, George A. Smathers Libraries, PO Box 117000, Gainesville, FL 32611-7000.

Make check out to: **UFFF/#017863 Friends of the PCM Collection.**

Each member will receive a membership card in his or her name. List each name here:

First	MI	Last
First	MI	Last
Name(s) as you like to appear on correspondence		

- ☐ Do not include my (our) name(s) in donor recognition lists.

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The University of Florida Foundation, Inc., is a 501(c)(3) not-for-profit organization. Gifts to UFF are eligible for a charitable contribution deduction.

#### Check if Applicable:

- ☐ New Membership ☐ Renewal ☐ Address Change
- ☐ Please contact me with more information on how to establish a fund or endowment

For additional information, please contact the Office of Development, (352) 273-2505, or [PCMCFriends@uflib.ufl.edu](mailto:PCMCFriends@uflib.ufl.edu)

## Annual Member Benefits

Student Friend	\$15 (Individual)
Gaillard (Canal Builder)	\$26+
Individual	\$50+
Two household members	\$125+
* Gorgas (Professional)	\$250+
* Stevens (Leadership)	\$500+
* Goethals (Executive)	\$1,000+
* Roosevelt (Presidential)	
* Two household members	

#### Friends at all levels receive the following:

- *Chapter One*, the newsletter of the Friends of the George A. Smathers Libraries

#### Friends at the Gorgas level also receive:

- Borrowing privileges, e-mail invitations to lectures, exhibitions, educational and cultural activities and events

#### Friends at the Stevens level also receive:

- Borrowing privileges, e-mail invitations to lectures, exhibitions, educational and cultural activities and events

#### Friends at the Goethals level also receive:

- Borrowing privileges, e-mail invitations to lectures, exhibitions, educational and cultural activities and events

#### Friends at the Roosevelt level also receive invitations to exclusive social functions

*"It has been said that, at its best, preservation engages the past in a conversation with the present over a mutual concern for the future."*

William J. Murtagh

*"I am a part of everything that I have read."*

Theodore Roosevelt

The Friends of the Panama Canal Museum Collection at the University of Florida is composed of individuals who want to help preserve, highlight and provide online access to Panama and Panama Canal related resources.

Uniquely qualified to preserve and provide access to these collections, the George A. Smathers Libraries have one of the largest and most respected Latin American repositories in the world. The Libraries are a Center of Excellence for Panama Canal Commission documents, host the Digital Library of the Caribbean and provide access to many Panama and Canal related materials via the UF Digital Collection at <http://ufdc.ufl.edu/pcm>.


With the transfer of the Panama Canal Museum Collection completed in 2012, over 20,000 objects, photos, books and maps have augmented the UF collection. For more information about supporting the collection, please contact the Office of Development at (352) 273-2505.

#### How will the Friends use your investment?

- **Preservation** – Protect, preserve and digitize the collection
- **Access** – Promote and expand access to the collection's digital library space
- **Collection** – Collaborate with other universities, libraries and museums to acquire additional research materials to expand and exhibit the Panama Canal Museum Collection

We invite you to join the Friends to help the George A. Smathers Libraries support the digitization, preservation and processing of the Panama Canal Museum Collection, and to provide for global access through local, traveling and online exhibits.

## Giving to USC



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### Tell us about your gift

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**Choose where to direct your gift.**

☒ California Social Welfare Archives Fund

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For assistance with locating the school or program, please call the Office of Annual Giving at 213-740-7500.

Next page

#### The Campaign

- President's Message
- Campaign Priorities
- School and Unit Goals
- Five Traits of a Trojan
- Investing in Excellence

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- Why Give?
- How to Make a Gift
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University Park Campus  
ADM 160, MC 4017  
Los Angeles, California 90089-4017  
Phone: (213) 740-2211  
Fax: (213) 740-8149

In compliance with the Charitable Solicitation Ordinance in the City of Los Angeles (L.A. Municipal Code Article 4, Section 4), USC's permit is on file with the City of Los Angeles.

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Supporting the ONE Archives Foundation with a recurring monthly donation is a fast and easy way to assist the continued preservation of LGBTQ heritage!

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Choose your method of payment, complete all billing information, select the amount of your gift under the "Donation Information" section, and choose to make your gift a recurring monthly donation.

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Enclosed is my check payable to the Virginia Tech Foundation for \$\_\_\_\_\_ for the IAWA

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Send questions or comments to:  
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Virginia Tech, P.O. Box 90001,  
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## Job Descriptions

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**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Panama Canal Museum Collection Communications Assistant (.75 FTE) works with the Libraries' Director of Communications to formulate and monitor a comprehensive marketing and communications plan promoting the Panama Canal Museum (PCM) Collection at the University of Florida and all events and activities commemorating the 100<sup>th</sup> anniversary of the opening of the Canal in 2014-15. The Communications Assistant will work closely with the Director of Communications, Exhibits Coordinator, Dean and Associate Deans, the Panama Canal Advisory Group, the PCM Friends, and the Library Leadership Board.

The position assists with a federally funded 3-year grant to support the PCM Collection. The grant includes partial funding for the processing of the collection (approximately 20,000 items), digitization, and exhibition/display/promotion of items.

**WORKING TITLE:** Communications Assistant (.75 FTE)  
**Grant funded, time-limited position**  
**End Date: September 30, 2015**

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00027352

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

**25%** Compiles, creates, disseminates and evaluates communication schedule and plan. Uses interviewing, photography, writing, editing and proofreading skills to generate and disseminate press releases.

**25%** Conceptualizes, designs and produces newsletters, brochures, promotional pieces, information sheets, blogs and social media, flyers, bookmarks and other materials for public relations. Uses ongoing research, information and data to identify and target appropriate audiences for communications regarding the Panama Canal Museum Collection, events and activities.

**20%** Works closely with the director of communications, administration, collaborative partners, development, library faculty and staff to present information that promotes the libraries at local, state and national levels. Participates in all Panama Canal related meetings, activities and provides written/verbal support. Describes the collection, related projects and events in clear, concise manner for exhibit and promotional purposes

**10%** Documents events and activities and produces reports for assessment purposes.

**10%** Understands and utilizes public relations and development policies and procedures of the libraries and the University of Florida. Acquires working knowledge of the AP Style of media communications and publications standards.

**5%** Develops knowledge of in-house printing operations and works with staff to produce materials that can economically and effectively be printed in-house

**5%** Responds to informational requests through e-mail, telephone and social media

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

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Written assignment of responsibilities. Scheduled weekly formal and informal meetings.

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Written assignment of responsibilities. Scheduled weekly meeting.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

N/A

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

30 hours per week – flexible schedule – Monday – Friday, between 8:00 am to 5:00 pm; some weekend and evening hours required for program implementation.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/departamental/ccestablishing.htm](http://www.hr.ufl.edu/departamental/ccestablishing.htm)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

#### **Minimum Qualifications**

##### **Preferred Qualifications:**

- Bachelor's degree, in journalism, media, or communications
- 2 years of relevant work experience in public relations
- Excellent verbal and written communication skills
- Strong computing skills including Adobe Creative Suite (InDesign, Photoshop, Illustrator and Dreamweaver) as well as Microsoft Word, Publisher, PowerPoint and Excel
- Proficiency with graphic design, photo and web editing software, i.e., InDesign or Publisher, Illustrator and Photoshop
- Administrative and organizational skills, short and long-range planning skills
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Detail oriented, exercise good judgment, and have good people skills

Able to coordinate and execute numerous projects and activities concurrently

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

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THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

**NON EXEMPT (HOURLY) POSITIONS ONLY:**

**MACHINES AND EQUIPMENT USED REGULARLY.** INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

Computer with graphic design, photography, web editing software	75%
Fax machine	.5%
Digital Single Lens Reflex (DSLR) Camera	10%
Digital video camera	1%

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

**REVIEWING AUTHORITY NAME AND TITLE:**

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Panama Canal Museum Collection Project Assistant is responsible for assisting with the daily coordination of the project. The Project Assistant will interact with all members of the grant team. Departments involved in the grant include Special and Area Studies (Latin American & Caribbean Collection), Digital Services & Shared Collections, Exhibits, Cataloging, Acquisitions, Government Documents, Libraries Administration, and campus collaborators, including but not limited to, the Harn Museum of Art, the Phillips Center for the Performing Arts, and the Florida Museum of Natural History.

The Project Assistant monitors progress in accessioning the collection; works with program staff to maintain inventory records; schedules meetings and records minutes; compiles reports and statistical information; and prepares project documentation. This position coordinates with all departments to assess needs, identify challenges and manage deadlines while providing administrative support.

**WORKING TITLE:** Project Assistant  
**Grant funded, time-limited position**  
**End Date: September 30, 2015**

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00027353

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
[NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 30%** Monitors and maintains inventory
- Identifies, accessions and routes items for conservation, preservation, digitization, and/or cataloging utilizing the Tinnell Manual
  - Inputs accessions, corrects inventory data, and identifies information gaps
  - Coordinates with departments to offer research and exhibit assistance
- 25%** Compiles reports, prepares documentation and statistical information
- Supports quarterly and annual reports requiring quantitative and qualitative data
  - Researches and identifies relevant data to support promotional opportunities, exhibits and survey/funding proposals
  - Prepares relevant documentation for presentations and publications
- 25%** Interacts with community and donors
- Responsible for engaging community in the active expansion of the collection
  - Correspondence preparation
  - Responds to informational requests through e-mail, telephone and social media
  - Prepares mailings/alerts
  - Assists with educational outreach and promotional efforts
  - Assists with training of volunteers for inventory/metadata
  - Routes items/correspondence to appropriate person/unit for resolution
- 10%** Schedules and records minutes for meetings
- Identifies venue/secures space
  - Facilitates conference calls, F2F and online meetings
  - Coordinates preparations for events
- 10%** Documents events and activities and produces reports for assessment purposes.

- Supports consultants in preparing assessments
- Attends events and assists with hosting meetings, presentations and speakers

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
[NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Written assignment of responsibilities. Scheduled weekly and informal meetings.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

N/A

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

40 hours per week – flexible schedule – Monday – Friday, between 8:00 am to 5:00 pm; some weekend and evening hours required for program implementation.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/departmental/ccestablishing.htm](http://www.hr.ufl.edu/departmental/ccestablishing.htm)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

**Minimum Qualifications**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Preferred Qualifications**

- Bachelors degree preferred, or its equivalent in work experience in library science, museum studies or history
- Requires excellent verbal and written communication skills
- Strong computing skills including MS Office and internet searching/research skills
- Accuracy, detail orientated, and excellent planning and organizational skills needed
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Experience working on a project oriented team
- Must be able to coordinate and execute numerous projects and activities concurrently

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A “Y” IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS’ INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

**Y** - THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

**NON EXEMPT (HOURLY) POSITIONS ONLY:**

**MACHINES AND EQUIPMENT USED REGULARLY.** INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

Computer with office applications; social media; web site preparation	75%
Fax machine	.5%

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

**REVIEWING AUTHORITY NAME AND TITLE:**

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Panama Canal Museum (PCM) Collection Volunteer Coordinator is responsible for the daily management of the volunteer program including the recruitment, training, placement, and recognition of volunteers, development and monitoring of program budgets, and tracking of all program data. This position coordinates with all departments to assess needs, develop meaningful responsibilities for volunteers, and provide supplemental training and adequate supervision and support. Develops new initiatives, partnerships and program opportunities.

The position assists with a federally funded 3-year grant to support the PCM Collection. The grant includes partial funding for the processing of the collection (approximately 20,000 items), digitization, and exhibition/display of items.

**WORKING TITLE:** Volunteer Coordinator  
**Grant funded, time-limited position**  
**End Date: September 30, 2015**

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00027351

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
[NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 35%** Responsible for the recruitment and placement of PCM Collection volunteers. As primary contact, schedules volunteers for training/work, corresponds with, and recruits appropriate volunteers for processing of the collection, exhibition preparation, and event coordination and support. Monitors the flow of new and existing collections and schedules volunteers to inventory and process items appropriately. Recognizes volunteer contributions through service awards and events (sets tone of support, advocacy, and appreciation of volunteers).
- 25%** Develops, coordinates and hosts training programs for volunteers, documenting instruction, and prepares training manuals, mentorships with library employees and assesses the success of the training/orientation programs for volunteers.
- 20%** Maintains a tracking system on volunteer numbers, hours and placement. Provides project data and develops goals for the Volunteer Program. Reports on the outcomes of the volunteer experience for the grant, Friends, and advisory groups. Conducts program evaluation studies to inform the decision-making process for the Volunteer Program and makes changes as appropriate.
- 10%** Interacts with community and donors providing data on the volunteer program and its impact. Coordinates and tracks remote volunteer opportunities via social media and digital collections.
- 5%** Prepares and monitors program budgets.

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
[NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTION WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

- 5% Other Duties**
- Develops/maintains efficient systems for stocking and maintaining program equipment and materials
  - Responds to informational requests through fax, e-mail, telephone, social media, and visits
  - Develops and maintains professional peer contacts with partner organizations and internal staff in order stay current in subject area
  - Participates in the development and implementation of educational programs and trainings –



**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Written annual assignment of responsibilities. Scheduled weekly and informal meetings.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

Responsible for the supervision of volunteers for all aspects of the PCM Collection. Supervises staff (OPS/student positions) on a "project driven" basis [Less than 3 FTE]

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

Monday – Friday, 8:00 am to 5:00 pm; some weekend and evening hours required for program and training implementation.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/class\\_comp/resources.asp](http://www.hr.ufl.edu/class_comp/resources.asp)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

**Minimum Qualifications**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

**Preferred Qualifications**

- Master's degree, or its equivalent in work experience in library science, museum studies or history
- Two years of relevant work experience in a museum, library or academic environment
- Previous experience managing a volunteer program
- Excellent verbal and written, communication skills
- Strong computing skills including Microsoft Word, Excel, and Access
- Supervisory experience
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Administrative, and short and long-range planning skills
- Ability to coordinate numerous and diverse, concurrent programs

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

**Y** - THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

**EXEMPT (BIWEEKLY/ANNUAL) POSITIONS ONLY:**

**POLICY MAKING AND/OR INTERPRETATION.**

Develops policies for the PCM Collection Volunteer program based on professional standards, best practices for library and museum education, and national and state education standards. Interprets and communicates policies and goals of the libraries to constituencies that include (but are not limited to) volunteers, visitors, program participants, collaborating organizations and individuals.

**PROGRAM DIRECTION AND DEVELOPMENT.**

Develops a volunteer program that utilizes library and museum resources and those of other institutions and agencies to foster awareness, interest, engagement, and understanding in the Panama Canal. Develops collaborative programs with agencies and institutions that have complementary missions.

**LEVEL OF PUBLIC CONTACT. STATEMENT OF INTERNAL AND EXTERNAL BUSINESS CONTACT, INCLUDING FREQUENCY AND SCOPE.**

High – daily contact with volunteers, visitors, teachers, students, parents, collaborating institutions, agencies and individuals. Frequent public and professional presentations.

**MONETARY RESPONSIBILITY. AMOUNT AND CONSEQUENCE OF ERROR.**

Prepares and monitors program budgets within the grant of approximately \$500,000 over the 3-year period

**CREATIVITY, STRATEGY AND LEADERSHIP.**

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.** (THE DISCLOSURE OF WHICH WOULD BE PREJUDICIAL TO THE SUCCESSFUL OPERATION OF THE UNIVERSITY OF FLORIDA.)

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

**REVIEWING AUTHORITY NAME AND TITLE:**