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6-26-1990

Letter from Radcliffe College to Ann Hopkins, June 26, 1990

Eva S. Moseley

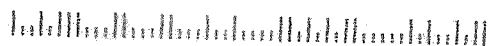
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RADCLIFFE COLLEGE Ten Garden Street, Cambridge, Massachusetts 02138

The Arthur and Elizabeth Schlesinger Library on the History of Women in America



Ann B. Hopkins
2134 Cathedral Avenue, N.W.
Washington, DC 20008



THE ARTHUR AND ELIZABETH
SCHLESINGER LIBRARY
ON THE HISTORY OF WOMEN IN AMERICA
RADCLIFFE COLLEGE

A GUIDE
FOR DONORS OF
MANUSCRIPT COLLECTIONS

10 GARDEN ST.
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In August 1943 Radcliffe College established a research library dedicated to overcoming the apparent assumption of historians — pointed out by Professor Arthur Schlesinger — that “one-half of our population have been negligible factors in our country’s history.” At first named the Women’s Archives, the library focused on women’s political and reform activities. Over the years its interests and collections have expanded to encompass virtually all of women’s activities and contributions to American life. Renamed in 1965 in recognition of Professor and Mrs. Schlesinger’s roles in the development of the library and their encouragement of the study of the history of women, The Arthur and Elizabeth Schlesinger Library on the History of Women in America continues its dedication to its original purpose: to document the history of women in the United States. To realize this aim, the library collects, processes, preserves, and makes available for research the papers of individual women, families, and women’s organizations.

Types of Papers the Schlesinger Library Collects

Personal papers are of primary importance in the library’s holdings. These are the papers of individual women who have pioneered in their fields or whose lives have been of historical significance. Personal papers include correspondence, diaries, and other types of manuscript material that an individual woman creates or collects during her lifetime. Also included in personal papers are speeches, articles and books by or about the donor, scrapbooks, financial records, and photographs. Such files may relate to professional or official positions, to volunteer or community activities, to participation in or observations on historic events, and to personal and family life.

Usually the Schlesinger Library prefers to receive the total accumulation of a woman’s files; upon occasion, however, the staff may recommend that certain types of papers — for example, scientific manuscripts or notes, or government or organizational files — be given to another, more appropriate repository.

Many collections of personal papers are suitable for processing and research use soon after they are given to the library. Others, because of their private nature or the sensitive topics they treat, should be preserved but temporarily closed to research use. The staff is happy to discuss with a donor the advisability and duration of such restrictions.

Personal papers may be given during a woman’s lifetime or they may be bequeathed to the library. A donor who intends to bequeath her papers to Radcliffe College for the Schlesinger Library should incorporate a clear statement to that effect in her will and, preferably, discuss her intentions with library staff.

Family collections usually include one or more of the types of papers and records contained in personal collections. Letters and diaries are especially charac-

collections differ from personal papers three, or more generations; many activities of a large number of persons, male, related by blood or marriage. or may not be descended from or shared women, but it always has by once preserved the papers of several family collections are invaluable historians attempting to reconstruct the and domestic conditions and attitudes.

Family collections, especially those of family members, can be closed to a specified period.

Records constitute another significant Schlesinger Library's holdings. These include records of women's organizations of all kinds: welfare, professional, intellectual, social. Also of interest are the records of organizations whose members may be both women and men. Those who are concerned especially with the records of women. Organizational records include documents, minutes, membership lists, correspondence, subject files, scrapbooks, financial records, conference minutes, and publications by or about the

Schlesinger Library preserves the records of organizations as well as those of historical significance that have gone unrecorded. Many active organizations find it difficult to donate noncurrent files at regular intervals. Some members still have access to their records and photocopies of documents can be provided, but the organization itself is often burdened by the cost of storage and the servicing of records. Many organizational records are donated with restriction as soon as they are processed. For an organization, like an individual, access to its papers.

How to Donate Papers to the Schlesinger Library

The staff is prepared to answer questions from prospective donors about the Schlesinger Library, to discuss specific procedures, arrangements, and terms for gifts of papers, and to show procedures for the processing, storage, and use of manuscripts. The following general information attempts to answer only the most usual concerns of donors.

A collection may be donated all at once or in two or more parts. It is not necessary for the donor to weed or rearrange her papers before donating them; should she wish to do so, it is best if she consults the library's manuscript staff before beginning. It is usually helpful for the staff to receive papers in the order in which they were used or stored; furthermore, items that the donor considers unimportant may be significant in terms of other holdings of this or other libraries. Should the staff find that the collection includes items that do not properly belong at the library, these items will be returned or otherwise disposed of in accordance with the donor's wishes.

Prospective donors are urged to discuss with the staff their wishes with respect to *research access* to the papers, and at the time of their gift to put such terms in writing; the library uses a donor questionnaire for this purpose. Unless the papers contain information of a very personal or sensitive nature, donors are encouraged to let their papers be made available for research use without restriction. If a collection does include sensitive material, some or all of the papers may be closed either for a term of years or until after a certain event (for example, the death of the donor). If a donor is uncertain about the advisability of closing part of a collection and does not herself wish to undertake a review of the contents, the staff can screen the collection and consult the donor about material that might be sensitive.

Copyright is the right to publish quotations from published works or unpublished papers. When no

other agreement about copyright has been made, this right belongs to the author of the manuscript material during her lifetime and for fifty years thereafter; each researcher who wishes to publish a quotation must obtain permission from the author or her heirs. If the donor retains copyright, the library will advise researchers that they must secure permission from the author/donor before publishing any quotation from her papers. Or the donor of a collection may assign the copyright to Radcliffe College. In that case, permission to quote is given at the discretion of the Director of the Schlesinger Library, after a review of the quotation in the context in which it is to be published. Whatever the donor's decision about copyright, it should be put in writing at the time of the gift.

Gifts of personal papers by the creator or recipient are not currently tax-deductible. In some cases — for example, when a donor is giving papers of a long-deceased family member — it may be advantageous for her to have an appraisal of materials she is giving to the library. The staff will not do appraisals, but will suggest the names of experienced professionals who could appropriately do an appraisal. Although it is not a prerequisite for the acceptance of a collection, donors who are able to do so are encouraged to assist the library in meeting the costs of processing and preserving their papers.

Advantages of the Schlesinger Library

For the individual woman, family, or organization considering a gift of papers of historical significance to a library, the Schlesinger Library offers unique advantages. In more than forty years as a specialized research library, it has built up extensive holdings of manuscripts, periodicals, and books on the history of women in America and a solid body of experience in the proper methods for the processing, preservation,

and research use of personal, family, and organizational papers.

In 1967, the Schlesinger Library moved into newly renovated quarters in what had been the Radcliffe College Library building. With the enormous growth in women's history and women's studies that began in the early 1970s, this space has been enlarged twice; planning is under way for further expansion and the renovation of the library. This expansion will provide additional space for researchers and staff, separate audiovisual and microform sections, enlarged climate-controlled storage facilities, and offices for special projects.

The Schlesinger Library is part of Radcliffe College and is affiliated with the Harvard University Library. The Schlesinger Library's published catalogs are available in major libraries throughout the United States; manuscript holdings are listed in the National Union Catalog of Manuscript Collections and other directories. For several years the library has awarded research stipends to scholars and teachers using its collections, and provided opportunities for them to report on their work to an interested public. The library has taken a leading role in efforts at cooperation in collecting and sharing of information among repositories collecting substantially in women's history. Location in the Boston area, with its numerous universities and colleges, makes the library easily accessible to a large number of researchers, and microfilm or photocopies are provided to those unable to visit in person. These factors, combined with an established reputation as a center for research on women, assure that a collection given to the Schlesinger Library will receive the widest possible use.

The Schlesinger Library was founded at a time when there was little general or scholarly interest in the history, activities, and contributions of women. Now, ever-increasing numbers of researchers utilize the library's resources. But the library cannot rest content with the materials already collected about women in the past. It must look to the future, and preserve for tomorrow the record of women today. This is a challenge that can be met only with the aid of women who are making the history of the present and who will donate the documentation of their lives and work to the Schlesinger Library.

Printed on acid-free paper, 1985.



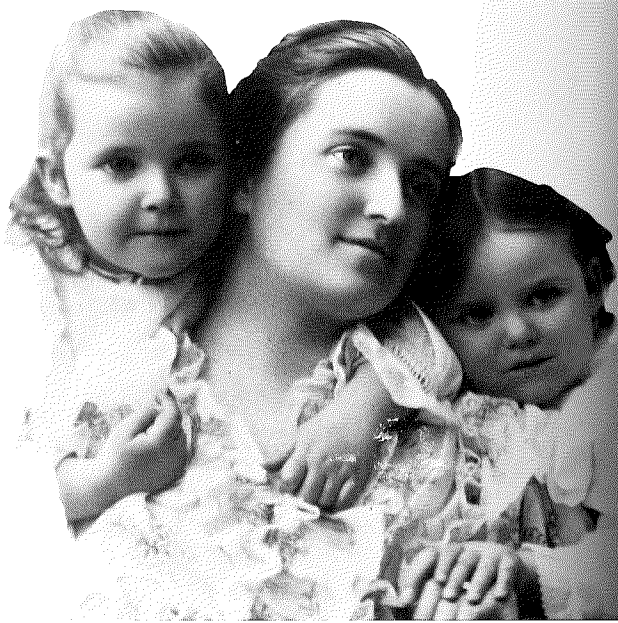
▶ ▶ ▶ ▶ The Arthur and Elizabeth
Schlesinger Library
on the History of Women in America

Radcliffe College



The Arthur and Elizabeth Schlesinger Library on the History of Women in America, Radcliffe College, collects published and unpublished source materials chronicling the history of women in the United States from about 1800 to the present. The library was established as the Woman's Archives in 1943, when suffrage leader Maud Wood Park '98 gave her Woman's Rights Collection to Radcliffe College. Park, the first president of the League of Women Voters of the U.S., had assembled documents and memorabilia of the "first wave" woman's rights movement (1848-1920), and the status and activities of women after 1920. Since 1943, with the addition of papers of prominent and representative women and families, the records of women's organizations, oral history transcripts, audiotapes, videotapes, films, microforms, and many thousands of books and periodicals, the library has become the foremost center for research on the history of women and their contributions to U.S. society.

In 1967 the library was renamed for Professor Arthur M. Schlesinger, Sr., and his wife, Elizabeth Bancroft Schlesinger, in recognition of their dedication to the support of women's history and the development of the collections at Radcliffe.



► ► ► ► The Scope of the Collections

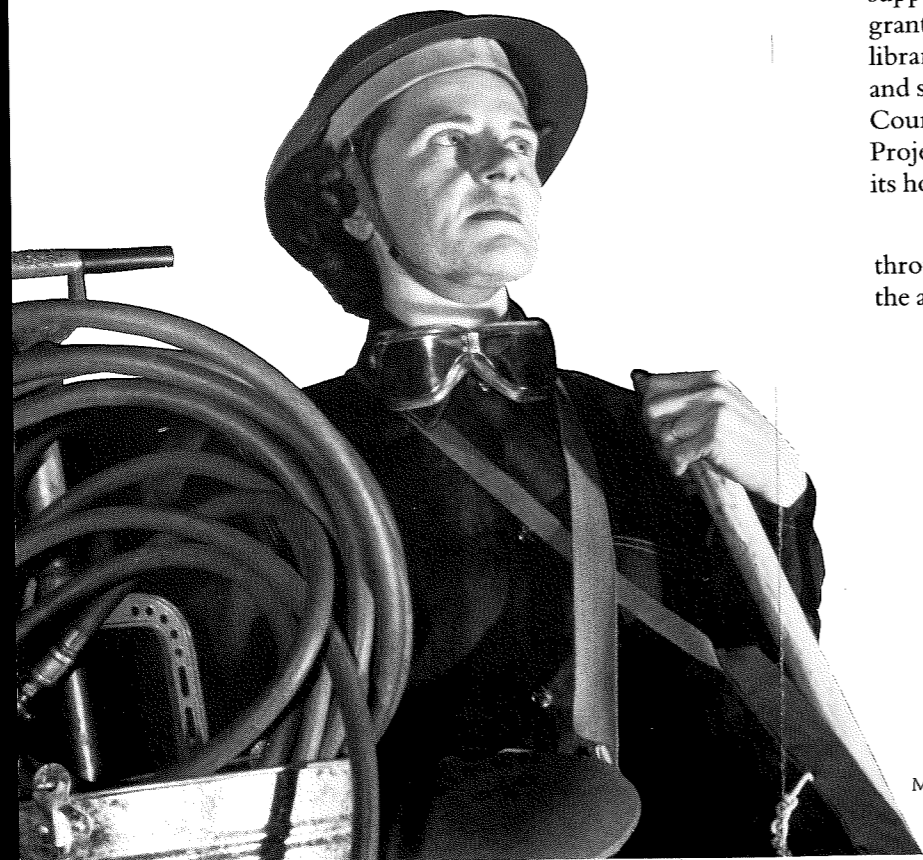
Hundreds of manuscript collections document such topics as woman's rights and suffrage; social welfare and reform; pioneers in the professions; family history, health, child bearing, and child rearing; women in politics, the labor movement, and government service; and post-1920 feminism. Well-known names include Susan B. Anthony, the Beecher-Stowe and Blackwell families, Julia Child, Betty Friedan, Charlotte Perkins Gilman, Emma Goldman, Amelia Earhart, Elizabeth Holtzman, the Lydia Pinkham Medicine Company, and Esther Peterson; papers of lesser-known women are also abundant and equally important for a full understanding of women's place in history.

The library is the official repository for the records of the National Organization for Women, the Women's Equity Action League, the Women's Educational and Industrial Union, the National Association of Commissions for Women, the Boston and Cambridge YWCAs, and many other institutions and organizations — some defunct, many still active.

The book collection of more than 30,000 volumes covers all aspects of the social and intellectual history of women, their public actions and private thoughts. There are etiquette books from 1811 to 1987; nearly 5,000 books on cookery and household management are in the Julia Child Research Area. The library subscribes to almost 500 periodicals on a wide range of women's issues and interests. Vertical files of clippings and pamphlets provide ready information on individual women, organizations, and subjects of concern to researchers on women.

►►►► Facilities

The Schlesinger Library is in the Radcliffe Yard, three blocks from Harvard Square, in the former Radcliffe College Library building. The building was renovated in 1967 for the library and the Mary Ingraham Bunting Institute, a center for women scholars. Twenty years later, as a result of enormous growth in the holdings and in the number of readers, the library expanded again; it now occupies the entire building, which was renovated for its use in 1987-88. The reference and periodical rooms and vertical files are on the first floor; manuscript reading and work rooms and the Radcliffe College Archives, on the second; and open stacks for books and study carrels, on the third. Audiovisual and microform materials, along with administrative and oral history offices and the conference room, are on the fourth floor. There is exhibition space on each of the four floors, and manuscripts and rare books are shelved in climate-controlled, fireproof stacks in the basement.



Massachusetts Women's Defense Corps (ca. 1942)
Photo by Ansel Adams

►►►► Use and Programs

The library is open to the public. Materials do not circulate, but some books, manuscript collections (or portions of collections) in microform, and transcripts of some oral histories may be borrowed on interlibrary loan through libraries outside the Boston area. Photocopies or microform copies of unrestricted holdings are provided for the personal use of researchers. Copies of photographs and unrestricted audiotapes and videotapes may also be ordered. More detailed information on reproduction policies and fees is available on request.

The library provides offices and affiliation for several visiting scholars each year. Research support, dissertation, and curriculum development grants are awarded as funding is available. The library exhibits the work of women photographers and sponsors the traveling exhibition, "Women of Courage," based on its Black Women Oral History Project. It also sponsors public programs related to its holdings.

Library hours are 9 A.M. to 5 P.M., Monday through Friday, with limited evening hours during the academic year.

►►►► Finding Aids and Other Publications

All manuscript holdings are cataloged in the RLIN database of the Research Libraries Group. Books and periodicals have been cataloged in the OCLC database since 1981. Both published and manuscript materials are cataloged in the Harvard On Line Library Information System (HOLLIS). The complete finding aids as of October 1983 were published by G.K. Hall in 1984 in ten volumes; they are available in many research libraries. Many manuscript holdings are listed in *Women's History Sources*, *National Union Catalog of Manuscript Collections*, and *American Literary Manuscripts*.

The library has contributed extensively to several micro-publications, including *The History of Women* and *The Women's Trade Union League and Its Principal Leaders*, both issued by Research Publications, Inc. Beginning in 1989, additional manuscript collections will be issued in microform by one or more micropublishers.



Lilla Denno Kenney (ca. 1880).
Photograph by Halifax Photographic Company,
From the Izetta Jewel Miller Collection



►►►► Institutional Affiliations and Support

The Schlesinger Library is a department of Radcliffe College, and through Radcliffe is affiliated with Harvard University and Harvard College and University Libraries. Grants and gifts to Radcliffe College from individuals, foundations, corporations, and government agencies fund preservation, research stipends, exhibitions, oral history, and other special projects. Endowed funds established by individuals and groups help to support acquisitions and programs.

►►►► The Friends of the Schlesinger Library

Vital to the continued growth of the collections are the contributions of the Friends of the Schlesinger Library. These gifts are a significant source of funds for acquisitions and preservation work; they have financed the purchase of thousands of books and periodicals and of the papers of Charlotte Perkins Gilman, Emma Goldman, and others. In addition, the support of many Friends was essential to the successful completion of the renovation project.

Membership categories are Active (\$25), Sustaining (\$50), Contributing (\$100), and Patron (\$500). Membership for students and others with limited income is \$10. Checks payable to Radcliffe College should be sent to the Schlesinger Library, Radcliffe College, Ten Garden Street, Cambridge, Massachusetts 02138.

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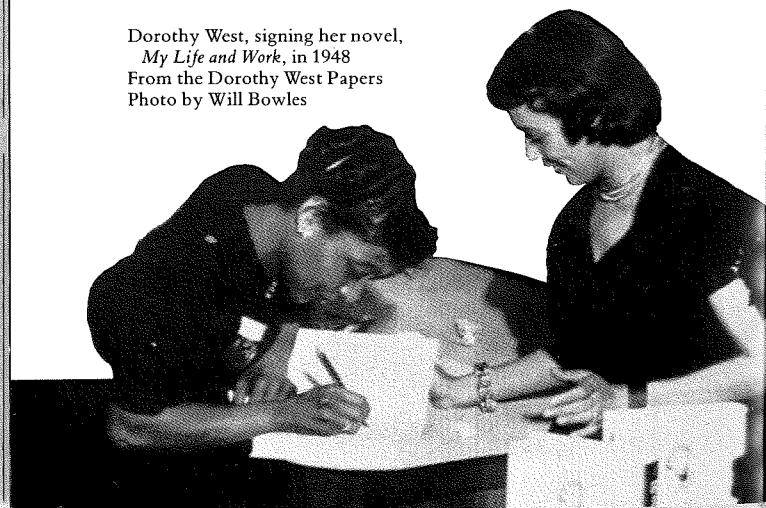
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Dorothy West, signing her novel,
My Life and Work, in 1948
From the Dorothy West Papers
Photo by Will Bowles





26 June 1990

Ann B. Hopkins
2134 Cathedral Avenue, N.W.
Washington, DC 20008

Dear Ms. Hopkins:

This letter concerns your papers and was inspired by the article about you that appeared in the Boston Globe for 19 June 1990.

The Schlesinger Library at Radcliffe College is a research library on the history of women in America. Founded in 1943 as a collection on woman's suffrage, it has expanded its holdings of unpublished materials to cover women in the professions, in government, business, social service, and labor organizing, as well as family papers and records of women's organizations. Women's rights and legal status are still major collecting areas.

Although we have acquired records concerning several sex discrimination cases, they tend to be from academe; it would be of great interest to have papers documenting such a case in the business world, as well as the career and personal life of the woman bringing suit. "Papers" may include correspondence, photographs, diaries, school papers, memoirs, organizational records, scrapbooks, writings, and the like, as well as the briefs, evidence, decisions, and other legal papers your case has generated. If there are any such papers and they have not been promised elsewhere, the Schlesinger Library would be grateful for an opportunity to see them and to discuss their disposition; members of the staff occasionally go to Washington and would be glad to arrange a visit.

The enclosed literature will tell you more about the library's history and holdings, and about the process of donating papers. I will be glad to try to answer any questions you may have about the library, its procedures, or the possibility of an Ann Branigan Hopkins collection, and look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Eva Moseley".

Eva S. Moseley
Curator of Manuscripts