

COLLECTIONS OF CORRESPONDENCE AND MANUSCRIPT DOCUMENTS

NAME OF COLLECTION: Margaret HUTCHINS PapersSOURCE: Transferred from School of Library Service, 1981SUBJECT: Librarianship; Librarianship educationDATES COVERED: 1928-1949NUMBER OF ITEMS: ca. 2000

STATUS: (check appropriate description)

Cataloged: Listed: Arranged: Not organized:

CONDITION: (give number of vols., boxes, or shelves)

Bound: Boxed: 4 Stored: LOCATION: (Library) Rare Book and Manuscript Library CALL-NUMBER Ms Coll/HutchinsRESTRICTIONS ON USE None

DESCRIPTION:

Correspondence, memoranda, notes, course materials and printed materials of Margaret Hutchins, 1884-1961. Hutchins was Associate Professor in Columbia's School of Library Service from 1927 to 1952. The course materials consist primarily of notes, bibliographies, syllabi and related items for the classes Hutchins taught on reference, government documents, and bibliography. The papers also deal with the library school curriculum, several committees of the American Library Association and also of the Association of American Library Schools.

FOR COMPLETE LIST OF CONTENTS, SEE FOLLOWING PAGES.

mbb
15 Jan. 1981

CALENDAR OF PAPERS OF MARGARET HUTCHINS

<u>Folder</u>	<u>Contents of folder</u>	
<u>Box 1</u>	1	ALA. Editorial Com. Subcommittee on <u>Guide to Reference Books</u> Shelves off-site
	2	ALA. Public Documents Committee. Feb. - May, 1934
	3.	Assn. of Am. Library Schools. Committee on Curriculum Revision
	4.	Assn. of Am. Library Schools. Committee on Research
	5	Correspondence, Miscellaneous
	6	Correspondence with Deans and Associate Dean
	7	Faculty Appointments: Correspondence and Report of Meeting with Dean
	8	Hutchins. <u>Introduction to Reference Work</u> Correspondence with ALA Sept. 1940 - May 5, 1944 Miscellaneous correspondence regarding book Hutchins' letter regarding Wyer's <u>Reference Work</u> 1928?
	9	Home Study Course in Library Science - Reference Work. Williams, 1929
	10	" " " " " " " " Hutchins, 1933
	11	Columbia School of Library Service. Curriculum (For items see attached sheet)
	12	Evaluation of Reference Books - Lecture and Paper
	13	Evaluation of Reference Books - Encyclopedias, General
	14	Evaluation of Reference Books - Encyclopedias, Special
	15	Evaluation of Reference Books - Dictionaries, Special
<u>Box 2</u>	16	Evaluation of Reference Books - Literature; Biography Shelves off-site
	17	Evaluation of Reference Books - Almanacs, Yearbooks, Handbook, Reference periodicals
	18	Advanced Bibliography (301-302) Mudge Course, 1929-1930 Notes of M. Hutchins
	19	Advanced Reference. Mudge Course, 1937-1938
	20	Advanced Reference. Mudge Course Stencils, 1934-1938 Notes on course by five students, 1930-1938 C.F. McCombs. Stencils, s1935-1936 R.B. Phelps. Stencils, 1938-1939 D.M. Reed. Stencils, s1937-1938

- Box 2
- 21 **Advanced Reference, 2nd semester**
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Administration of a reference collection
Departmentalization and staff specialization
Special collections
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Reporting reference work
Children's periodicals (Mudge talk)
- 22 **Advanced Reference (361; 264) Hutchins**
Introduction
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- 23 **Advanced Reference**
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- 24 **Advanced Reference**
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- 25 **Advanced Reference**
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- 31 **Advanced Reference** Shelved off-site
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- 36 **Government Publications, State and Municipal**
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- 40 **Introduction to Bibliography (115)
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- 43 **Introduction to Bibliography
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- Box 4 46 Information Services (168)
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Bibliography and index making
Personal relations
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- 47 Subject Bibliography (262)
Course lectures

School of Library Service - Curriculum

(Box 1)

- Decisions re Instruction relating to the Shelf-list. April 27, 1951
L. S. 205 and 206. Hutchins' undated notes and recommendations
- Hutchins' Comments to Miss Fay about Bibliography Courses. April 13, 1934
Letter, Hutchins to Dr. Williamson on L. S. 206. July 12, 1935
- Morley, Linda. Basic Requirements for Special Library Unit Course and Hutchins' Notes on Curriculum copied from C. C. W. Comments. Sept. 9, 1935
- White, C. M. A New Curriculum under Consideration for the School of Library Service. Jan. 15, 1945
- School of Library Service. Plans for Re-organization. March 1, 1945
- Hutchins' Comments on March 1, 1945 Plans for Re-Organization
- Hutchins and Sewny. Report of the Sub-Committee on Audio-Visual Aids. n.d.
- Suggested Plans for Instruction in Government Publications, by Hutchins. March 20, 1946
- Proposals for Revised Courses and Programs April, 1946
- Hutchins' Comments on Proposals for Revised Courses and Programs. April 17, 1946
- Hutchins' Comments on Plan for Teaching Administration. July 25, 1946
- Proposal for a Program of Professional Study, submitted to Committee on Instruction, April 9, 1947
- Hutchins' Comments on April 9, 1947 Proposal
- Hutchins' Comments on the Apr. 28 revision of the Committee's April 9, 1947 Proposal. n.d.
- Memo by Martin. Length and Scheduling of New Program of Study. Jan. 5, 1948
- Memo by Martin. Structure of Courses in New Program of Study. Jan. 7, 1948
- Hutchins' Comments on Martin's Tentative Outline of Psychological and Sociological Foundations of Reading. Feb. 13, 1948
- Memo by Martin. Student Projects in M.S. Courses. Oct. 13, 1948
- Resources Courses - Correspondence between Martin and Hutchins. March 20, 25, 26, 29, 1948
- L. S. 115. Reasons for Inclusion in Program and Tentative Outline. n.d.
Tentative Outline of Course Content Nov. 15, 1947
Comments on Course by Hutchins. n.d.
Possible Ways of Handling Students without Sufficient Background, by Hutchins. n.d.
Methods of Teaching, memo by Hutchins. Apr. 29, 1948
- L. S. 166 Reader Services (combined Information and Advisory Services)
Tentative Outline. Nov. 15, 1947
Hutchins' Letter to White Aug. 11, 1948
Summary Sheet on Course, with Critical Comment n.d.
Letter, Martin to Hutchins on Committee Discussion on Dividing the Course. Jan. 12, 1950
Memo, Martin to Com. on Instruction on Reader Services Course and Foundations Courses Jan. 19, 1950
- L.S. 113 Letter, Martin to Tompkins - Record of Discussion on Course, Dec. 16, 1949