

**A GUIDE FOR DONATION OF THE
TEXAS FEDERATION OF
REPUBLICAN WOMEN ARCHIVAL
MATERIALS**

DEGOLYER LIBRARY

SOUTHERN METHODIST UNIVERSITY

DALLAS, TEXAS

2011

WELCOME

Dear TFRW members:

We are delighted that your organization has chosen the Archives of Women of the Southwest, DeGolyer Library, Southern Methodist University as the institutional home for your organization's records. I am looking forward to working with each chapter of TFRW to ensure that the materials documenting women's experiences, activities, and political activism at the county, state, and national level are arranged, described, preserved, and made available to students, faculty, researchers, and historians for generations to come. This guide provides information on DeGolyer Library, our collections, the donation process, advice on what to donate, the logistics of transferring materials to DeGolyer, and what happens to the collections once they reside permanently at DeGolyer Library. Should you have questions about any part of the donation process, please do not hesitate to contact me.

Sincerely,

Pamalla Anderson
Archivist
DeGolyer Library
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HISTORY AND MISSION

One of the special collections at Southern Methodist University, DeGolyer Library began in 1914 with the early and intelligent collecting interests of Everette L. DeGolyer, Sr. After "Mr. De's" death in 1956, the library was aggressively expanded by his son, Everett L. DeGolyer, Jr. For years, the collection was housed in the family home near White Rock Lake in Dallas. In 1974, the DeGolyer Foundation gave the library to SMU, where it is now located in the original Fondren Library building.

From its beginnings as a private collection, DeGolyer has grown into a nationally-known research library. DeGolyer holds approximately 120,000 volumes of rare and scholarly works in many fields, with notable strengths in the discovery and exploration of the Americas, the Trans-Mississippi West, English and American literature, the history of science, and the history of business. In addition to printed books, the library preserves over 2,500 separate manuscript collections and over 500,000 photographs. DeGolyer Library is also the home of the Archives of Women of the Southwest and the University Archives. Each year, hundreds of undergraduate and graduate students, faculty, visiting scholars, writers, researchers, and friends in the community consult and study materials at DeGolyer. Our complementary goals are to build our collections and to support advanced research.

While we purchase as many items as we can afford, our funds are not unlimited. Like all research libraries, we rely heavily on donations of materials, especially in the case of personal, organizational, or business papers. This guide is designed to highlight some of the existing archival strengths of DeGolyer and to suggest ways potential donors might help us in expanding collections of primary materials at SMU.

OVERVIEW OF MANUSCRIPT COLLECTIONS

Manuscript holdings presently consist of well over 2,500 separate collections, ranging in size from single items to thousands of letters. It is difficult to categorize such heterogeneous materials except to say that most collections bear on our interests in Texas, the West, Mexico, business history, and literature. Perhaps a short list of examples, taken almost at random, will illustrate the kinds of materials collected by DeGolyer Library. Here one will find the ledger of the Jenkins Drug Co., Italy, Texas, 1928-1930; the papers of Cullum & Boren Sporting Goods, Dallas, 1900-1980; a labor contract for freedmen in Marshall, Texas, 1865; a record book of legal cases handled by J. & D. Brockway, Shawnee County, Kansas, 1861-1869;

letters written by J.H. Merrill from the gold fields of California, 1851-1852; account books and letter books of Minas del Compromiso de Vetagrande, 1788-1809, Zacatecas, Mexico; correspondence between author William Humphrey and publisher Nick Lyons, 1960-1980; the essays and book reviews of Ermance Rejebian, 1906-1991; and the papers of the Lowell Press, Kansas City, Missouri. As a cross-section of the entire body of manuscript holdings, this short list is typical of the kinds of materials housed here.

Some of the more extensive archival collections include the following:

- ❖ **ARCHIVES OF WOMEN OF THE SOUTHWEST** documents the historical experience of women from the 19th century to the present. The Archives includes papers of leaders in women's organizations and social and political reform movements; papers of women in the professions, business, the arts, and voluntary service; papers of families and of women in private life; and records of women's organizations. In a short period of time, the Archives has grown to include over 125 collections. Papers include those of journalist Lee Cullum, realtor Ebby Halliday, civic leader Anita Martinez, bookseller Elizabeth Ann McMurray, activist Maura McNeil, attorney Louise Raggio, publisher Charlotte Whaley, and the family papers of Frances Golden Ware, among others.
- ❖ **THE BALDWIN LOCOMOTIVE COLLECTION** is devoted to the largest and most influential manufacturer of steam railroad locomotive engines in the world. This collection includes books, specifications, engineering drawings, blueprints for engines, advertising and corporate publications, manuscripts, and photographs.
- ❖ **THE RONALD DAVIS ORAL HISTORY COLLECTION ON THE PERFORMING ARTS** was formed over a thirty-year period by Dr. Ronald Davis, recently retired from the History Department at SMU. The goal of the Oral History Collection was to gather primary source material for future writers and cultural historians on all branches of the performing arts. The typed transcripts of over 500 interviews, with figures from "B" movies to Hollywood legends, are housed in DeGolyer Library.
- ❖ **THE DEGOLYER PAPERS** represent the papers of Everette Lee DeGolyer, Sr., his wife Nell, and other family members. DeGolyer's papers are the most extensive of this collection and provide rich documentation of his life and career as a geologist, businessman, and collector. Nell DeGolyer's papers document her life as a student, wife, mother, grandmother, volunteer, and philanthropist.
- ❖ **EVERETT LEE DEGOLYER, JR. RAILROAD PHOTOGRAPHS** encompass 15 filing cabinets of photographs and film negatives on U.S. railroads. The collection is arranged alphabetically by name of railroad and further subdivided by locomotive number or car type.
- ❖ **THE HORTON FOOTE COLLECTION** comprises over 175 boxes of material documenting the career of the Pulitzer and Academy Award-winning playwright, author, and film-maker. The collection includes manuscripts, scrapbooks, hand-written drafts of screenplays, diaries, letters, photos, and family memorabilia of the Texas native who has spent 50 years in film, stage, and television.
- ❖ **THE PAUL HORGAN COLLECTION** illuminates the life and work of the two-time Pulitzer Prize winner known for his literature, history, and art based on the Southwest. The collection includes Horgan's books, as well as a sizable collection of his watercolors, drawings, manuscripts, and correspondence.
- ❖ **THE STANLEY MARCUS COLLECTION** comprises an archive of over 360 boxes containing correspondence, speeches, reports, advertising material, newspaper clippings, posters, films, memorabilia, and printed materials by and about Stanley Marcus, CEO Emeritus of Neiman-Marcus. Neiman-Marcus was founded in 1907 by Herbert Marcus and Carrie Neiman, but it was Herbert's first son, Stanley, who led it to its eminence as a world-famous name in merchandising. The Marcus collection documents the rise of Neiman-Marcus, the growth of its famous printed catalogs and its renowned series of Fortnight celebrations, as well as Mr. Marcus' involvement on the War Production Board and many other civic and educational boards. It also documents his life as a private collector of rare books and art.
- ❖ **THE MUSKOGEE COLLECTION** consists of general office records of this corporation and its several subsidiary and predecessor companies. The companies include the Midland Valley Railroad, the Kansas, Oklahoma and Gulf Railway, Oklahoma City - Ada - Atoka Railway Co., the Osage Railway, Garland Coal & Mining Co., Bird Creek Co., Cherokee Construction Co., and others.
- ❖ **JCPENNEY ARCHIVES** donated its corporate archives and the papers of James Cash Penney (1875-1971) to DeGolyer Library in 2004. The Penney Archives includes over 20,000 photographs, 1,500 linear feet of correspondence, speeches, ledgers, catalogs, and company publications documenting more than 100 years of corporate history as well as advertisements from 1903 to the late 1990's.

- ❖ **THE TEXAS INSTRUMENTS HISTORICAL ARCHIVES** was donated to SMU in 2005. As part of TI's 75th Anniversary celebration, the leadership of the company recognized the value of making its archives accessible to future researchers. The TI Archives consists of over 1500 cubic feet of papers, photographs, and other artifacts. It is an especially rich source for students of business history, technology, and engineering. The Texas Instruments Historical Archives includes records of TI's predecessor company, GSI; papers of the company founders; documents from key projects; early inventions; prototype products; and samples of consumer and business products. The TI Archives represent the extraordinary history, breadth, and success of Texas Instruments as a leader in the technological revolution.
- ❖ **UNIVERSITY ARCHIVES** is the official repository for historical records, photographs, documents, and memorabilia concerning the establishment and growth of Southern Methodist University. The collection has files of the annual reports of the presidents, as well as large holdings of news clippings, photographs, papers of former faculty members, SMU publications, and internal documents.

SPECIAL INTERESTS

It is a misconception that one must be famous or distinguished in some way in order to leave materials to a research library. The truth is that some of our most valuable acquisitions, from an historical point of view, are records left behind by ordinary people. For example, DeGolyer recently acquired over eighty letters written by a Navy seaman, Sullivan Thompson, to his mother in Holland, Texas, in 1918-1919. Thompson was a homesick farm boy, writing about his new experiences and the great world beyond Bell County. We also have the diary of Christina Moore (born May 18, 1888), kept 1901-1902, in Arkansas. Its handmade cover reads "Sunshine Diary" and details the life of a 12-13 year-old girl and her activities including school, family life, love of food, quilting, fishing, holidays, and singing lessons. Christina also writes of her grief over the assassination of President McKinley. The text of a sermon is folded in front of the diary.

Similar materials from the daily round of life are always of interest to us. Most Americans go to school, fall in love, raise a family, get a job, start a business, follow a profession, get involved in politics, or serve a host of causes. In the course of their lives, they often accumulate papers that document their experiences (or they inherit papers that have been in their family for generations). Such materials can help to illuminate the human condition, and we encourage individuals who own extensive collections of papers of one kind or another to consider depositing them at DeGolyer Library, where they will be preserved and made accessible for scholars in the future. In cases where certain collections might be out of scope for us, or more useful if deposited in another library, we will also work with donors to identify other institutions, in Texas and elsewhere, that might provide a better home for a particular collection.

At DeGolyer, we are especially interested in adding to our holdings in the following areas:

- ❖ personal letters and diaries
- ❖ literary papers
- ❖ papers of women and women's organizations
- ❖ materials bearing on ethnic groups in Texas and the West
- ❖ railroad records, from the 19th century to the present
- ❖ papers of ranching and agricultural enterprises
- ❖ records of political organizations and campaigns, from grass-roots efforts to the national level
- ❖ business records, from sole proprietorships to large corporations
- ❖ papers of non-profit, educational, scientific, environmental, and cultural organizations
- ❖ SMU materials, especially those that document student life and activities as well as papers of faculty and staff

WHAT TO DONATE

The staff at DeGolyer works closely with donors to identify those materials of research interest that should be preserved. Although not all papers and records fall within the collecting mandate of DeGolyer, the types of materials listed below are often useful for research. Materials need not be old. In fact, in order to ensure the preservation of the history of more recent decades, DeGolyer often acquires collections from the 20th century. In addition to the list below, a list of functional

categories of records grouped by relative importance is provided for your convenience. Donors are always encouraged to contact the staff at DeGolyer should they have any questions about what to keep or discard.

PERSONAL & FAMILY PAPERS: Letters, diaries, journals, speeches, lectures, albums, scrapbooks, memoirs, reminiscences, photographs, films, videotapes and audiotapes

ORGANIZATIONAL RECORDS: Articles of incorporation, constitutions, bylaws, correspondence, planning documents, architectural records, legal documents, diaries, minutes of meetings, reports, memoranda, newsletters and other publications, photographs, directories, summary financial documents, press releases, programs of events, membership records, and research and subject files

BUSINESS RECORDS: Articles of incorporation, bylaws, correspondence (especially of senior officers), planning documents, architectural records, legal documents, minutes of meetings, reports, memoranda, newsletters and other publications, directories, summary financial documents, press releases, photographs, staff files, and research and subject files

TRANSFER OF MATERIALS TO DEGOLYER LIBRARY

After working with staff to identify materials appropriate for preservation, donors will place materials in folders and boxes, pack the boxes for shipment, and make arrangements to have the papers or records transported or mailed to DeGolyer. Legal transfer of the materials from the donor to DeGolyer occurs when the donor reviews and signs a gift agreement formally making a gift of the collection to SMU. All DeGolyer collections belong to the University. DeGolyer Library can only invest materials and labor in the care of collections that it owns; therefore, it rarely will accept materials on deposit or loan.

RESTRICTIONS ON ACCESS

Sensitive material may, at times, be found within collections. Library staff will discuss with a donor the possibility of restricting parts of a collection to protect the privacy of the donor or of others. Although desiring to make all papers and records freely accessible to researchers, DeGolyer will normally agree to reasonable and equitable restrictions for limited periods of time.

COPYRIGHT

Copyright generally belongs to the creator of writings and other original material (such as photographs), and can be legally transferred. To enable researchers to quote readily from collections, we ask donors to transfer any copyright that they possess to DeGolyer Library, Southern Methodist University. Copyright in literary manuscripts generally remains with the author, unless other arrangements have been made.

MONETARY APPRAISALS FOR TAX DEDUCTIONS

In certain circumstances, the “fair market value” of materials given to SMU may be claimed as a charitable donation on income tax returns. Donors are encouraged to speak with their accountants or tax attorneys about this possibility. DeGolyer staff cannot give tax advice or appraise the monetary value of a collection. If a professional appraisal is called for, it is the donor’s responsibility. The cost of the appraisal must always be weighed against the value of the collection. The IRS publication “Determining the Value of Donated Property” (no. 561) is helpful.

CARE OF THE COLLECTIONS

Collections are kept in environmentally-controlled, secure, closed storage rooms and do not circulate outside the library. Staff members retrieve them from the stacks for research use in the Stanley Marcus reading room. When the library is closed, the collections are protected by an electronic security system and by the SMU Department of Public Safety.

To provide access, DeGolyer staff arranges and describes (catalogues) collections of papers and other archival materials. They prepare inventories that are used by researchers to select materials to study. To provide information about DeGolyer's holdings, the staff also enters descriptive records into the SMU on-line computer catalogue and into national databases of archival materials. There is at least a minimal catalogue record in the SMU on-line catalogue, for every manuscript collection, and a growing number of collections are described on-line in more extensive finding aids. For links to the finding aids, see <http://www.smu.edu/cul/degolyer>.

Some archival collections may contain materials that have physically deteriorated or are fragile. If necessary, staff will consult with professional conservators to decide upon appropriate treatment. For example, very fragile collections might need to be digitally scanned, in whole or in part, to prevent unnecessary wear and tear on the originals.

FINANCIAL SUPPORT

Providing for the physical and intellectual control of valuable collections is expensive. At times in the past, DeGolyer has been unable to accept archival collections simply because the costs of processing and storing materials were beyond our budget. In addition to the professional time and expertise required to describe and arrange a collection and produce the various finding aids that make access to the materials possible, DeGolyer must also pay for cleaning, conservation supplies, and acid-free folders and boxes to house archival collections. Direct costs typically range from several hundred dollars to tens of thousands, depending on the size of the collection, its condition, and the nature of its organization. Donors who are able to do so are encouraged to provide financial support for the processing and maintenance of their papers or records. This is done in two ways: as a one-time financial gift to provide for the processing of a particular collection, or in the case of very large or complex collections, as an annual commitment to support the processing of materials. Cash gifts to DeGolyer Library are fully tax-deductible. The financial support of donors and friends in this regard is greatly appreciated; all such gifts are crucially important in helping us preserve important primary materials for the future.

FUNCTIONAL CATEGORIES OF RECORDS GROUPED BY RELATIVE IMPORTANCE

Usually Valuable

Academic record cards	Elections, certificates, and returns	Poll lists
Acts, legislative	Guides	Proceedings
Addresses	Handbooks	Proclamations
Albums	Histories	Recollections
Autobiographies	Indexes	Regulations
Briefs	Interviews	Reports, annual
Broadsides	Journals, research	Reports, audit
Brochures	Laws	Reports, research
Budgets	Legal opinions	Resolutions
Bulletins	Logs	Rolls
By-laws	Manuals, policy	Rosters
Cadasters	Manuals, procedure	Rules
Calendars	Memoirs	Speeches
Catalogs	Memorials	Statutes
Census rolls	Messages, official	Studies
Constitutions	Militia lists	Summaries
Credences	Minutes	Surveys
Diaries	Muster rolls	Synopses
Digests	Newsletters	Tax returns
Directions	Orders	Testimonials
Directives	Organizational charts	Wills
Directories	Platforms	
Dockets		

Often Valuable

Abstracts	Files	Pardons
Agendas	Files, personnel	Payroll summary cards
Agreements	Files, research	Petitions
Announcements	Film strips	Photographs
Awards	Financial statements	Plans
Books	Issuances	Poems
Cables	Journals	Posters
Certificates	Kinescopes	Publications
Charts	Ledgers Letter books	Recommendations
Circulars	Letters, personal	Registers
Collections	Lists	Reports, progress
Contracts	Maps	Schedules Scrapbooks
Correspondence	Memoranda	Specifications, building
Course outlines	Monographs	Subject files
Despatches	Motion picture film	Tape recordings
Diagrams	Music	Tariffs
Disk recordings	Negatives, photographs	Telegrams
Documents	Order books	Videotapes
Drawings	Papers, personal	
Field notes		

Occasionally Valuable

Assessment records
Bonds
Cards Case files
Catalogs
Clippings
Committee files
Course materials
Examination questions
Folders
Instructions
Inventories

Jackets
Lectures
Lists
Materials
Nominations
Notebooks
Notices
Oaths
Payrolls
Press releases
Program documentation

Property control listings
Recommendations
Reprints or separates
Returns
Schedules
Scrapbooks
Sketches
Statements
Statistical tables
Tabulations
Tapes, transcribed
Transcripts

Often Without Value

Account books
Accounting statements
Addresses, manuscript version of published
Applications
Appointments
Authorizations of actions posted to permanent records
Ballots
Bank statements
Bills, financial
Budget work papers
Cash books
Checks cancelled
Claims
Class books

Usually Without Value

Duplicate copies
Office supplies



DONATION AGREEMENT

The undersigned hereby donates the material described below to DeGolyer Library, Southern Methodist University.

DeGolyer Library will accession all donated items upon receipt, and we will carefully examine the materials within a reasonable period of time. We will process and add the items, in whole or in part, to our permanent collections. It is understood that DeGolyer Library, as sole owner, reserves the right to dispose of donated materials at its discretion. Based upon our judgment of the historical value of a collection, we may decide to discard, sell, or exchange individual or duplicate items within the collection. But we will offer to return the unwanted items to the donor, if the donor so designates below.

In addition to the physical items, donor may also transfer all copyright to SMU. Copyright belongs to the creator, or his or her heirs, of writings or other original material (such as photographs or music) within a collection, but may be legally transferred. Although maintaining copyright permits individuals to maintain control over and/or receive commercial benefits from a work, SMU encourages donors to consider transferring copyright for donated materials to the Library, so that researchers can more easily obtain permission to use quotations from these gift materials. The transfer of copyright applies only to those materials created by the donor, as an individual or organization. If your gift contains materials created by other parties (such as correspondence received from others), copyright interests are held by those creators, although donors have the right to transfer the physical object. An agreement to transfer copyright to SMU, therefore, applies only to materials for which you are the actual creator.

I transfer my copyright in these materials to DeGolyer Library, SMU

I retain my copyright in these materials

Donor also agrees that all or parts of a collection may eventually be digitized and made accessible to the public, for teaching and research, through the Library's Web page.

I give SMU permission to make digital copies for the Web

I do not give SMU permission to make digital copies for the Web

Any other restrictions on the use or disposition of these materials must be noted on this form.

Return unwanted items.

Received by: _____

Donor: _____
signature

Title: _____

print or type name

Date: _____

Address _____

Accession Number: _____

TFRW DONATION CHECKLIST

- _____ Organization and weeding of TFRW papers based on guidelines
- _____ Placement of papers into folders and boxes (acid free, if possible)
- _____ Completion of an inventory for each box of materials
- _____ Completion of Donation Agreement by each TFRW chapter transferring materials
- _____ Notification of the number of boxes and shipping date to DeGolyer Library via email andersonp@smu.edu or phone (214) 768-0829 one week in advance of planned delivery
- _____ Ship boxes: **USPS address**
 - Pamalla Anderson
 - DeGolyer Library
 - Southern Methodist University
 - PO Box 750396
 - Dallas, TX 75275-0396
- UPS/FedEx address or in person**
 - Pamalla Anderson
 - DeGolyer Library
 - Southern Methodist University
 - 6404 Robert S. Hyer Lane
 - Dallas, TX 75205