A Guide to the Microfilm Edition of

Records of the Bureau of Vocational Information, 1908–1932

UNIVERSITY PUBLICATIONS OF AMERICA
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Records of the Bureau of Vocational Information, 1908–1932

Guide compiled by Nanette Dobrosky

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HISTORY

The Bureau of Vocational Information of New York City (BVI) was the successor to the Intercollegiate Bureau of Occupations (IBO). Founded in 1911–1912 by the New York alumnae associations of the Seven Sister colleges, plus those of Wells and Cornell, the IBO listed the following as its purposes in its constitution: (1) to secure employment for college women or other specially equipped persons; (2) to investigate and to do all in its power to develop opportunities for women and to increase their efficiency in occupations; (3) to establish close connections with the colleges, especially in advising and informing undergraduates; and (4) to insure in every way a free and wise choice of occupation.

IBO published studies on wartime training and on employment opportunities in a number of fields, including the civil service and scientific work. It provided employment information and advice, as well as a placement service for women. In 1919, IBO was dissolved and BVI took over its research, information, and education functions. According to a May 7, 1953 letter from Beatrice Doerschuk to the Radcliffe Women’s Archives, “Its purpose was research in women’s occupations with service and counsel both to individual women and to colleges through publication, institutes, and personal consultation of which there was a steady flow.”

Emma P. Hirth, director of BVI, wrote on December 11, 1919:

The purpose of this organization...is to gather and distribute information concerning vocational opportunities for trained women. We are engaged at the present time on three intensive studies including a study of the opportunities for women in statistical work; a study of the law as a vocation for women, and a study of opportunities for the woman chemist. [file 336.]

BVI subsequently published the three studies referred to by Emma Hirth and many others, including Positions of Responsibility in Department Stores and Other Retail Selling Organizations and Training for the Professions and Allied Occupations. Many BVI publications (also gifts of Beatrice Doerschuk), including the News-Bulletin, are available at the Schlesinger Library.

The financial support BVI received from individuals and foundations was not sufficient to maintain it. Despite attempts to affiliate with other organizations and to reorganize, BVI was forced to close its doors in 1926. Research on secretarial work had begun in 1924 but was never completed. Beatrice Doerschuk continued to work on the subject after BVI was dissolved in 1926; she wrote a draft of “The Woman Secretary” (found in files 503–509), but it was never published.
MICROFILM OF THE COLLECTION*

The records of the Bureau of Vocational Information were selected for microfilming because they are frequently requested by researchers and the material is in fragile condition. The following information is provided by Radcliffe College and pertains to the microfilm and information found there.

- All dates and other information added by the processor are in square brackets.
- The pages of some items were numbered to aid the microfilmer, the proofreader, and researchers. Blank pages were not numbered.
- All reels were proofread by the processor and corrections were made where necessary. These corrections may disrupt the sequence of frame numbers.
- Some of the material in the collection was difficult to film, due to such problems as flimsy paper with text showing through, faint pencil notations, and creased and brittle paper. The film was carefully produced to ensure that these items are as legible as possible.
- The clippings in files 510–513 were discarded after filming.
- Photographs were microfilmed with the collection. They have also been filmed with the Schlesinger Library's photograph collection (M-54).
- In many cases, the enclosures referred to in letters are missing.
- The reverse sides of outdated letterhead and form letters were sometimes used by BVI staff for carbon copies, drafts, or notes; print may show through. The letterhead/printed sides were filmed only if they are not represented elsewhere in the collection, or if they contain unique text.
- In some cases, magazines, membership directories, and other multiple-paged items were not filmed in their entirety, but only the pertinent page(s), with the title page where necessary to establish name and date of publication.
- In a small number of cases title pages only were microfilmed to indicate the type of material BVI collected.
- After microfilming, periodicals were removed to the Schlesinger Library periodical file.

*Taken from the finding aid from Radcliffe College.
SCOPE AND CONTENT NOTE

This collection contains some of the office files of the Intercollegiate Bureau of Occupations (IBO) and Bureau of Vocational Information (BVI). The bulk of the material consists of BVI correspondence, questionnaires, and printed material, the material about secretarial work making up the largest portion. The IBO files consist mostly of the transcripts of a series of lectures (1915–1916) on vocational opportunities for women. Some of the information gathered by the IBO was incorporated into BVI files in 1919 and is still to be found there. Except for the minutes of one joint meeting of the BVI Board of Managers and the Advisory Council in 1926 (found in file 28), this collection does not include the administrative or financial records of either organization.

The papers provide information about the occupational opportunities available to women, the training required, the advantages of certain fields, and also about the people and other organizations involved in the effort to educate women about these opportunities. The employer and employee questionnaires and interviews reveal much about contemporary attitudes towards working women and social and economic conditions for women in the 1920s.

Beatrice Doerschuk, who was associated with BVI from 1916–1926, "reorganized" the papers (ca. 1928), using BVI folder headings. Her overall arrangement and description were retained, with only minor changes made.

In researching fields of employment, BVI corresponded with and sent out many questionnaires to employers and employees. Correspondence was filed separately in some cases and with questionnaires in others. Correspondence within a folder is arranged chronologically, with the exception of exchanges of letters with an individual or an organization that were found clipped together. In folders that contain a variety of materials, these are also arranged chronologically, with undated items at the end.

The questionnaire numbering system is not consistent. Some have more than one set of numbers; a few have no numbers. In folders in which questionnaires predominate, they are arranged numerically, with unnumbered ones at the end. Further explanations of which BVI numbering system was followed appear in the Reel Index when necessary. Not all numbers in all folders are sequential. In some instances, BVI subdivided returned questionnaires into branches of an occupation and filed them accordingly.

BVI detached the name portions of some of the questionnaires and filed them separately. Wherever possible they have been returned to their proper places.

In gathering information, BVI collected a large amount of print and near-print material, e.g., publications of the U.S. departments of Labor, Agriculture and the Interior; the Federal Board for Vocational Education; universities and colleges; professional organizations and societies; trade associations, museums and libraries; as well as newspaper and magazine articles and reprints. Printed items that concern women's employment, education, and training specifically were retained where they were found throughout the collection. They are listed in the Reel Index only when the entire contents of a folder are printed. Items dealing with various occupations in a general way and readily available on microfilm or at other repositories (e.g., reprints, clippings, government publications) were discarded. Printed items dealing with occupations in a general way but less likely to be available were given to an appropriate repository.

Newspaper clippings, with the exception of enclosures, were removed from all folders and filmed separately at the end of the collection in Series IV. The Reel Index indicates which folders included clippings.

Although questionnaires, correspondence, and printed items make up the bulk of this collection, such other items as interviews, office notes, lists, bibliographies, lectures, and reports are also present in many folders. The Reel Index is not exhaustive, listing only the items that make up the bulk of the material in each folder, or what seem to be particularly significant items.
The collection comprises four series: I. Intercollegiate Bureau of Occupations; II. Bureau of Vocational Information; III. BVI Study of Secretarial Work; and IV. Clippings.

Series I, Intercollegiate Bureau of Occupations, includes one folder of publications by and about the IBO and a lecture course, “Women in Industry: Her Opportunities in Business Today,” which is arranged chronologically.

Series II, Bureau of Vocational Information, includes most issues of the News-Bulletin (1922–1926), and the files on occupations containing correspondence, questionnaires, printed material, etc. These files are arranged alphabetically by the name of the occupation, ending with a section entitled “Unclassified.” The series ends with a section entitled “Women (general).”

Series III, the BVI Study of Secretarial Work, includes employee and employer questionnaires and correspondence, information about the statistical analysis of the questionnaires, correspondence with individuals and agencies involved in the study, and the draft of “The Woman Secretary.” Employee questionnaires are arranged alphabetically by state. Within folders, questionnaires are arranged numerically and correspondence chronologically. On many of the questionnaires there are small numbers in the margins and elsewhere on the page. These were written in red ink and were evidently added by BVI to facilitate the evaluation and analysis of the responses.

The correspondence with cooperating agencies and individuals is arranged alphabetically according to the order used by BVI.

Series IV is Clippings. These were removed from files 43–368, arranged numerically by folder, and so identified.
**REEL INDEX**

The following index is a guide to the subjects found in this micropublication. Each series is indicated by a bold, centered headline, and each major division in each series is indicated by a bold title.

The four-digit frame number located at the far left is followed by the folder name (and number where applicable), its title, date, number of pages, and any other pertinent information.

The user will find the finding aid, including an abbreviated outline of all files, on the first 36 unnumbered frames of Reel 1. Abbreviations found throughout the guide include the following: BVI—Bureau of Vocational Information; WEIU—Women's Educational and Industrial Union; and YWCA—Young Women's Christian Association.

**Reel 1**

**Series I. Intercollegiate Bureau of Occupations**

<table>
<thead>
<tr>
<th>Frame #</th>
<th>File #</th>
<th>Publications of Intercollegiate Bureau of Occupations</th>
<th>41 frames</th>
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</table>
| 0001    |        | July 1916
|         |        | Publications of Intercollegiate Bureau of Occupations | 41 frames |
|         | 0042    | 2. Course outlines, schedule. 7pp. |
|         |         | "Real Estate and Insurance." November 9, 1915. Edna Lewis. 15pp. [Transcript is incomplete.] |
   "Relation of Training to the Trade—Costume Design." November 16, 1915.
   Sarah Whartes Hitchcock. 26pp.
   "Vocational Opportunities—Department Stores." November 19, 1915.
   Mrs. John Holm. 21pp.

8. Trade Unions. 48pp.
   "Trade Organizations (from the Employers' Point of View)." November 23, 1915.
   Belle Moskowitz. 31pp.


    [Frames 0370 to 0382 are missing.]


12. Literary Work. 64pp.
    [Transcript is incomplete.]


15. Home economics. 38pp.
    [Question and answer session.] February 1, 1916. 10pp.

    "HOMEMAKING." February 8, 1916. Christine Frederick. 31pp.


Frame #   File #

      20pp.

      "Medicine." April 25, 1916. Dr. Rosalie Slaughter Morton. 17pp. [Transcript is incomplete.]

      May 2, 1916. Louise Odencrantz. 33pp. [Both lectures in one transcript.]
      [Frames 1110-1124 are missing.]

1125  27. Summaries on Women's Vocations. 75pp.
      34pp.
      (Summary of course.) May 9, 1916. Eva E. vom Bauer. 26pp.

Reel 2

Series II: Bureau of Vocational Information

0006  General Information, 1925–1926. 16 frames.
          Available to Women in the United States." The Saturday Review of Literature.
          "Training for the Professions and Allied Occupations: Facilities Available to Women in the
          United States." [Reprint.] Vassar Quarterly. February 1925. [Book review by]
          Elizabeth Kemper Adams. 2pp.
          "Bureau of Vocational Information" [principal work, achievements, research program].
          1925. [Author's name unavailable.] 2pp.
          Minutes of the Joint Meeting of the Board of Managers and the Advisory Council.
          November 5, 1926. Emily C. Holt. 3pp.

[From 1922–1924, bimonthly publication, except July and August; in 1925.]

      Topics covered include: Chemistry, Vocational guidance, Banking, Biology, Teaching,
      Psychology, Summer employment, Journalism, Nursing, Social work, Pharmacies,
      Bookselling, Library work, Employment for deaf.
      Missing issues are: November 15, 1922; January 1 and 15, March 1 and 15, May 1, June 15,
      September 1, November 15, November 15, December 1 and 15, 1923.

      Topics covered include: Nursing, Motion picture industry, Publishing, Physics,
      Engineering, Interior decoration, Photography, Advertising, Teaching, Secretarial
      training, Banking, Medicine, Agriculture, Hotel management, Psychology, Public
      health, Theaters, Museums, Public service, Foreign service, School administration.
      Missing issues are February 15, September 1 and 15, December 15, 1924.
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<td>0296</td>
<td>33.</td>
<td>Outlines for the following occupations: Home economics; Industry; Insurance; Journalism, literature, and editorial work; Library work; Medicine and public health; Museum work; Music; Nursing; Pharmacy; Physical education and recreation; Religious work; Social work; Statistics. 47pp.</td>
</tr>
<tr>
<td>0900</td>
<td>44.</td>
<td>Forestry—Correspondence [and printed]. 1917–1924. n.d. 20pp.</td>
</tr>
</tbody>
</table>
     "Opportunities for Profit in Horticulture." *The Monthly Bulletin of State Commission of
     Interview. September 16, 1919. 2pp.

     n.d. 6pp.

0995  47. Research—Correspondence, notes. 1922–1923. 11pp.
     "Agricultural Research as a Career." *Science.* May 25, 1923. E. D. Ball. [Notes follow.]
     6pp.


Reel 3

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Arts [files 52–71]. 305 frames.

     Interviews. December 14–16, 1921. 9pp.


0036  54. Commerce and Industry—Correspondence, interviews, questionnaires. 1917, 1921–1924,
     n.d. 40pp.
     "Rug and Carpet Designing in the City of New York as a Vocation for Women." [Draft.]
     Interview. December 16, 1921. 4pp.

     n.d. 17pp.

     "A Plea for American Arts and Crafts." *Vassar Quarterly.* February 1918. Hazel Hyman
     Adler. 5pp.
     Burr Edson-Kohler. 7pp.

     Interviews. October 27, November 14, 1921; December 14, 19[?]; March 20, 1922. 6pp.

0131  58. Dancing—Correspondence. 1924. 1p.

0132  59. Dramatic Work—Correspondence (including George P. Baker, drama professor), notes.
_Expression._ School of Expression, Boston, Massachusetts. Summer 1922. 24pp.  


0218 64. Music—Printed. 1918–1923. 5pp.

Interview. May 9, 1919. 1p.  


0264 69. Sculpture—Note. 1921. 1p.


“Some Industrial Art Schools of Europe and Their Lessons for the United States.”  

Business [files 72–90]. 702 frames.


“Shorter Course in Accounting for Women.” Pace Institute, New York, New York. 1917. 11pp.

Interviews. April 10, 1919. 3pp.  


0542 77. Banking and Bond Selling—Photographs of women bankers. n.d. 3pp.

[Anon.] 8pp.  
Frame #     File #

"Opportunities for Women in the Telephone Service." Indianapolis Chamber of Commerce
and Indiana University. [Anon.] 1923. 9pp.
Interview. October 2, 1924. 1p.

"Bookselling for Women." [Reprint.] The News Bulletin (of the Bureau of Vocational


0673        82. Commerce (Gift and Specialty Shops)—Printed. 1922, n.d. 16pp.

0688        83. Commerce (Other Shops)—Correspondence [and printed]. 1915–1925. 4pp.


0758        86. Department Stores—Employer questionnaires; includes correspondence. 1920, n.d. 54pp.

0802        87. Department Stores—Employer questionnaires; includes correspondence cont. 1920, n.d.
44pp.

0846        88. Department Stores—Employer questionnaires; includes correspondence cont.1920, n.d.
45pp.

0891        89. Department Stores—Employer questionnaires; includes correspondence cont.1920, n.d.
33pp.

0924        90. Department Stores—Employee questionnaires; includes correspondence cont.1920, n.d.
113pp.

Reel 4

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.
Business cont. [files 91–105]. 884 frames.

0006        91. Department Stores—Employee questionnaires; includes correspondence cont.1920, n.d.
120pp.

0096        92. Department Stores—Employee questionnaires; includes correspondence cont.1920, n.d.
121pp.

0186        93. Department Stores—Employee questionnaires; includes correspondence cont.1920, n.d.
119pp.

0276        94. Department Stores—Employee questionnaires; includes correspondence cont.1920, n.d.
126pp.

0371        95. Department Stores—Employee questionnaires; includes correspondence cont.1920, n.d.
96pp.

0443        96. Credit—Correspondence [and printed]. 1923–1925. 4pp.

Interview. 1915. 1p.
"A Little Glimpse into Our Own Files.” New York School of Filing. 1915. 24pp.

0485        98. Industry (General information)—Lists, correspondence, interviews [and printed].
"The Woman Worker.” The American Society of Mechanical Engineers. December 4–7,
Mary Anderson. 3pp.
    “Opportunities in the Powder Laundry Industry As a Vocation.” The Laundry Board of 


    Interviews. June 1919 and December 28, 1921. 5pp.  
    “Opportunities in Industry for Women College Graduates Especially Those Who Have 
    Majored in Mathematics and Physics.” W. A. Hathaway. [Talk at vocational confer- 
    ence of Vassar College.] February 12, 1921. 17pp.  

    “Standards Governing Employment of Women in Industry.” The Woman in Industry 
    “What They Think of You” [survey of views on women in industry by heads of firms;  
    study initiated by Mary van Kleeck, former director of Women’s Bureau of U.S.  
    “A Physiological Basis for the Shorter Working Day for Women.” Women’s Bureau, U.S.  
    Department of Labor. February 1921. Dr. George W. Webster. 19pp.  
    Department of Labor. October 15, 1921. 10pp.  
    May 16, 1923. 4pp.  
    L. O’Donnell. 4pp.  
    “An Argument in Support of Minimum Wage Legislation for Women and Minors in  
    News Letter on Women and Children in Industry. Massachusetts Council on Women and  
    Children in Industry. March and December 25, 1925. 27pp.  
    “Woman’s Work From Primitive Times to the Present.” Industrial Committee War Work  

    “The Present Day Opportunities for Women in the Life Insurance Business” [lecture at  
    vocational conference, Vassar College]. Alice Le Roche. December 15, 1923. 12pp  

    Interviews. October 1919, November 1–10, 1923. 3pp.  
    “Real Estate Brokerage: Is It or Is It Not, a Profession for Women?” YWCA [survey].  
    Helen Duey Hoffman. 10pp.

Reel 5

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.
Business cont. [files 106–109], 170 frames.

   “The Private Secretary—To Be or Not to Be.” [The Bulletin of the National Committee of
   Bureaus of Occupations; also articles concerning regional opportunities in secretarial
   “The Private Secretary: Her Unusual Opportunities, Her Interesting Duties.” Cedar Crest
   “Secretarial Training” [report of national conference held at Boston University, October
   “Be a Private Secretary” and “A Heart to Heart Talk with Young Women about Secretarial

   Interviews. n.d. 10pp.

   “Women in Chambers of Commerce.” American City Bureau. May 16, 1923 [March
   1921]. 24pp.
   Interview. November 22, 1923. 1p.

   “Vocational Training for Women in Industry.” [Reprint.] Bulletin [of the National Society
   for Vocational Education, Proceedings of Chicago Convention, February 1920.] Cleo
   Murtland. 8pp.

Dentistry [file 110], 36 frames.


Education [files 111–116], 174 frames.

   Romiett Stevens. 24pp.
   8pp.
   Teachers College, Columbia University. May 24, 1924. 11pp.

   “How the Girl or Woman Handicapped by Hardness-of-Hearing May Earn Her Living,”
   n.d. Ethel M. Murphy. 6pp.


   J. Anna Norris. 6pp.

   “Teaching As a Vocation for College Women.” [Reprint; first appeared in The Arrow,
   March 1922.] National Council of Administrative Women in Education. n.d. Edith A.
   Lathrop. 8pp.
   11pp.
<table>
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<tr>
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| 0538    | 120. Civil Service (United States)—Correspondence, [interviews, and printed]. 1919–1924, n.d. 54pp.  
Interviews. November 18, 1919, n.d.  
[Anon.] 10pp.  
| 0716    | 125. Training for public service—Correspondence. 1922, n.d. 7pp. |
Interview. October 2, 1924. 1p. |
Frame # File #
Languages [file 137]. 16 frames.

Reel 6

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.
Law [files 138–151]. 1,098 frames.
0125 140. General mailing list [mailing list for questionnaires]. 1920. 60pp.
0185 141. Correspondence from women lawyers. 1914, 1917–1918. 34pp.
0219 142. Correspondence from women lawyers cont. February 2–April 9, 1920. 81pp.
0297 143. Correspondence from women lawyers cont. April 12, 1920–February 7, 1921. 71pp.
0353 144. Interviews; includes correspondence. 1918–1920. Interviewees include Sophonisba Breckinridge. 57pp.
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<th>File #</th>
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**Reel 7**

**Series II: Bureau of Vocational Information cont.**

**Files on Occupations cont.**

Law cont. [files 152–169]. 762 frames.

| 0144  | 157. Law: Field of employment not listed [Fields represented: homemakers who received degree and practiced occasionally or did not practice after marriage, law student, former teacher, clerical worker, secretary in private school]—Questionnaires, 1918, 1920; also name and address portions without questionnaires. 45pp. |
| 0180  | 158. Correspondence and lists re: women admitted to the bar, 1919–1920 (arranged alphabetically by state)—Alabama to Georgia. 63pp. |
| 0242  | 159. Correspondence and lists re: women admitted to the bar, 1919–1920 (arranged alphabetically by state) cont.—Idaho to Iowa. 52pp. |
| 0294  | 160. Correspondence and lists re: women admitted to the bar, 1919–1920 (arranged alphabetically by state) cont.—Kansas to Minnesota. 65pp. |
| 0357  | 161. Correspondence and lists re: women admitted to the bar, 1919–1920 (arranged alphabetically by state) cont.—Mississippi to Ohio. 68pp. |
| 0425  | 162. Correspondence and lists re: women admitted to the bar, 1919–1920 (arranged alphabetically by state) cont.—Oklahoma to Wyoming. 61pp. |
| 0517  | 164. Correspondence re: women law school graduates, 1916–1920 (arranged alphabetically by law school) cont.—University of California to Drake University. 46pp. |
| 0564  | 165. Correspondence re: women law school graduates, 1916–1920 (arranged alphabetically by law school) cont.—Emory University to University of Kentucky. 45pp. |
| 0608  | 166. Correspondence re: women law school graduates, 1916–1920 (arranged alphabetically by law school) cont.—Louisiana State University to University of Notre Dame. 65pp. |
| 0613  | 167. Correspondence re: women law school graduates, 1916–1920 (arranged alphabetically by law school) cont.—Ohio Northern University to University of Virginia (includes Universities of Philippines and Puerto Rico). 64pp. |


| 0774  | 169. Correspondence [also includes lists of law schools]. 1919–1920. 16pp. |


Reel 8

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Medical Education (files 175–177). 72 frames.

   Keller. 2pp.

   “A New Course in Preventive Medicine.” [The Woman’s Medical College of
   “International Conference of Women Physicians and Convention of Delegates from
   National Women’s Organizations.” [Invitation of] Social Morality Committee, War
   Work Council, National Board of the YWCA. September 15–October 25 [no year].
   32pp.
   6pp.

0075 177. Training, 1922. 7pp.
   “Medical Education in the United States for the College Session of 1921–1922.”
   [Extracts.] [Reprint.] Educational Number [of Journal of the American Medical
   Association.] August 19, 1922. Council on Medical Education; Hospitals of American
   Medical Association. 6pp.


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<th>Frame #</th>
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<td></td>
<td>&quot;Suggested Standards for Nurses' Registration.&quot; December 1, 1924. 2pp.</td>
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<tr>
<td></td>
<td>&quot;Opportunities in the Field of Nursing.&quot; 1922. Isabel Maitland Stewart. 31pp.</td>
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<td>&quot;Know the Joy of Service—Be a Nurse.&quot; Central Council for Nursing Education. n.d. 6pp.</td>
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<td>&quot;Nursing Education in America: Review and Outlook.&quot; June 19, 1923. Laura R. Logan. 4pp.</td>
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Interviews. April 14, 1918 and October 17, 1919. 4pp.


Paper about vocational counsel at Northwestern University, read before Association of Collegiate Schools of Business, University of Cincinnati.] May 4, 1923. L. B. Hopkins. 7pp.


212. College personnel and vocational guidance work—Correspondence re: alumnae associations. 1921. 39pp.


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216. College personnel and vocational guidance work at Universities of Buffalo, California, and Colorado—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 29pp.


“Youth and Society.” n.d. Iva L. Peters. 7pp [no page 5].
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<td>0709</td>
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<td>&quot;Institute on Vocational Guidance, with Special Emphasis on Vocational Aspects of Employment.&quot; [Transcript of lectures.] YWCA. December 1–6, 1924. 37pp.</td>
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<td>243. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists—Vocation Bureau; Pasadena, California. 1921–1927, n.d. 82pp.</td>
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<td>“Directory of Officers and Members of Iota Sigma Pi.” April 1922. 65pp.</td>
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<td>Chemistry (Government Work)—Correspondence, notes. 1911, 1917–1921. 61pp.</td>
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0717 274. Chemistry (Industry in general)—Correspondence, includes questionnaires, lists.
       Emma P. Hirth. 7pp.
0898 278. Chemistry (Industrial fields—Abrasives)—Correspondence, questionnaires. 1920–1921,
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0905 279. Chemistry (Industrial fields—Adhesives)—Correspondence, notes, interview,
0913 280. Chemistry (Industrial fields—Cellulose products)—Correspondence, notes, questionnaires.
0943 281. Chemistry (Industrial fields—Ceramics)—Correspondence, notes, questionnaires.
0968 282. Chemistry (Industrial fields—Chemical Products)—Correspondence, notes, questionnaires.
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       Interview. March 1921. 2pp.
0140 287. Chemistry (Industrial fields—Corn products)—Correspondence. 1921. 5pp.
0145 288. Chemistry (Industrial fields—Foodstuffs)—Correspondence, notes, interview,
       Interview. n.d. 2pp.
0206 289. Chemistry (Industrial fields—Foodstuffs) cont.—Correspondence, questionnaires. 1920,
       n.d. 87pp.
0272 290. Chemistry (Industrial fields—Gases, leather)—Correspondence, interview. 1921. 12pp.
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0284 291. Chemistry (Industrial fields—Metal Products)—Correspondence, notes, interview,
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0379 293. Chemistry (Industrial fields•Metals)—Correspondence, notes, interviews, questionnaires, printed. 1917–1921. 84pp. Interviews. Fall 1919; November 1919; October 5, 1921. 9pp.
0463 294. Chemistry (Industrial fields•Metals) cont.—Correspondence, questionnaires. 1920, n.d. 56pp.
0518 296. Chemistry (Industrial fields•Petroleum)—Correspondence, questionnaires. 1917–1921. 9pp.
0537 298. Chemistry (Industrial fields•Rubber)—Correspondence, notes, questionnaires. 1917–1920. 32pp.
0567 299. Chemistry (Industrial fields•Soap)—Correspondence, questionnaires. 1917–1921, n.d. 25pp.
0635 301. Chemistry (Medical and related fields)—Correspondence, [questionnaires, printed]. 1917–1922. 52pp.

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0165 306. Chemistry (Educational institutions)—Correspondence, questionnaires. 1916–1922, n.d. 132pp.
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0308 308. Chemistry (Training)—Correspondence, [questionnaires, printed, lists]. 1917–1922. 43pp.
0347 309. Chemistry (Training) cont.—Notes, lists. 1919–1921, n.d. 59pp. [Notes from American Chemical Society meeting.] September 7–9, 1921. 9pp.
310. Chemistry (Training) cont.—Correspondence, questionnaires, [report]. June 6–17, 1921. 44pp.

311. Chemistry (Training) cont.—Correspondence, questionnaires, [lists]. June 17–September 25, 1921. 55pp.

312. Chemistry (Training) cont.—Correspondence (including American Association of University Women Committee), [notes, lists]. 1921–1922. 23pp.

313. Chemistry (Fellowships)—Correspondence, questionnaires, [printed]. 1919–1921. 125pp.

314. Chemistry (Fellowships) cont.—Correspondence, questionnaires, [lists, notes]. 1922–1923, n.d. 69pp.


Interviews. April 30 and May 7, 1919. 3pp.

Social Sciences [file 319]. 9 frames.


Interview. December 3, 1923. 1p.


Interviews. December 5, 1911; February 7 and March 12–29, 1912. 14pp.


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1005  332. Rural social service—Correspondence. 1914. 2pp.

       “Remarks on Advanced Training for Social Workers.” E. E. Southard; and “Requirements

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0006  334. Correspondence, interviews, lists (most re: BVI study, “Opportunities for Women in
       “Collegiate Mathematics for War Service: Statistics in Relation to the War.” [Reprint.] The

0049  335. Correspondence, lists (most re: BVI study, “Opportunities for Women in Statistical

0128  336. Correspondence, interviews, lists (most re: BVI study, “Opportunities for Women in
       Deardorff. 4pp.
       Interview, n.d. 3pp.

0187  337. Accounting—Correspondence. 1921. 9pp.


       Interviews. December 7, 1917; September 16, October 1, 1919; March 3, 1921. 21pp.


       Interviews. September 1919; April 11–15, 1921. 22pp.


       “The Federal Government and Vocational Education.” Federal Board for Vocational
       Information. 1921. [Anon.] 5pp.
       Interview. October 2, 19[?]. 1p.


       6pp.

       44pp.
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0114 355. Literary brokerage—Correspondence, list. 1917, 1924. 14pp.


Interviews. n.d. 2pp.


Interview. May 9, 1923. 1p.

[Frames 0255–0270 are missing.]

“Unclassified” [files 360–364]. 223 frames.

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The first portion of the BVI study of secretarial work contains employee questionnaires found in files 370 through 465. They are arranged alphabetically by state and then numerically within each state’s file. The files contain correspondence and interviews concerning the questionnaires dating 1925–1926. The final employee questionnaire files (466 through 469) contain correspondence from outside the United States, with male secretaries, with public stenographers, and with school secretaries.

Employee Questionnaires [files 370–374]. 312 frames.


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Employee Questionnaires cont. [files 375–382]. 653 frames.

0643  382. Delaware. 21pp.

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Employee Questionnaires cont. [files 383–392]. 753 frames.

0239  386. Florida. 20pp.

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0542      400. Louisiana. 120pp.

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0414      413. Minnesota. 150pp.

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0056 444. Ohio. 121pp.
0254 446. Ohio cont. 120pp.

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0257 455. South Carolina. 12pp.
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0355  460. Vermont. 75pp.
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0560  465. Wisconsin. 60pp.
0760  469. School Secretaries. 28pp.

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Correspondence with Secretaries [files 470–473]. 344 frames.

Employers' Questionnaires and Interviews [files 474–477]. 208 frames.
0350  474. Employers' questionnaires, interviews. 1925. 72pp.

Data and Statistics from Questionnaires [files 478–480]. 90 frames.

Cooperating Agencies and Individuals [files 481–488]. 336 frames.
0648  481. Miscellaneous [universities and colleges]—Correspondence. 1925. 10pp.
0657  482. Boston [Massachusetts], Women's Educational and Industrial Union; Marjory W. Porritt (BVI field worker)—Correspondence, interviews, reports, 1924–1925, n.d. 57pp.
0825  485. Cincinnati [Ohio]; Mary P. Corre, Vocation Bureau—Correspondence. 1925. 9pp.
0833  486. Cox, Cordelia, and Howard Odum, University of North Carolina—Correspondence. 1925, n.d. 6pp.


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0079 491. Rosenstiel, Mildred, Woman’s Occupational Bureau, Minneapolis, Minnesota—Correspondence, [questionnaire]. 1924–1926. 47pp.


Training, Duties, Traits [files 499–501]. 130 frames.

0419 499. Correspondence, reports, notes, ca. 1920–1924. 63pp.


“Secretarial Training.” K. Passmore; [also other articles concerning occupations, including educational directory for training.] Women’s Employment. April 3, 1925. K. Passmore. 20pp.


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