

A Guide to the Microfilm Edition of

**Records of the Bureau of
Vocational Information,
1908–1932**

UNIVERSITY PUBLICATIONS OF AMERICA

A Guide to the Microfilm Edition of

**Records of the
Bureau of Vocational
Information, 1908–1932**

**Guide compiled by
Nanette Dobrosky**

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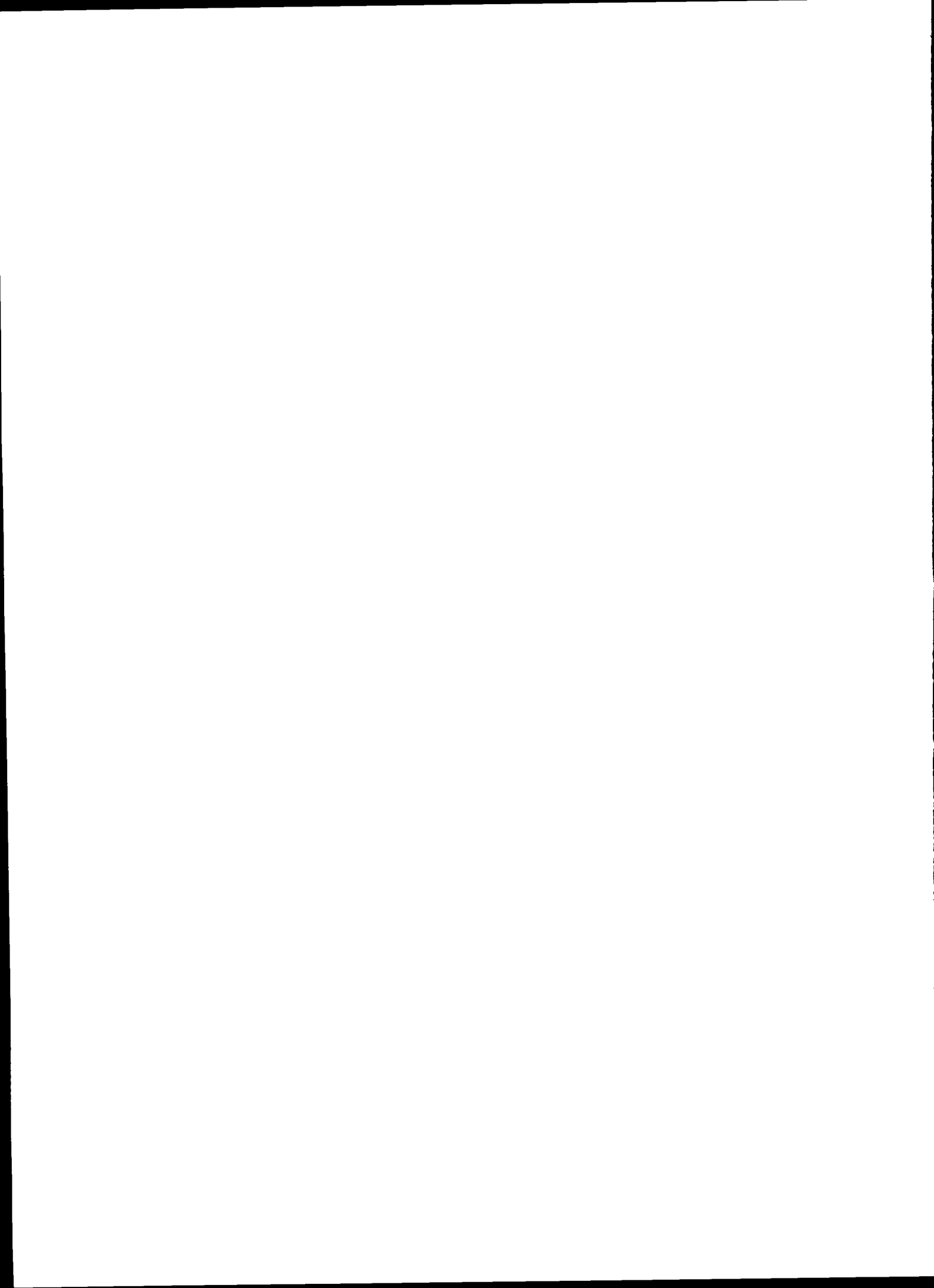
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HISTORY

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

- | <i>Frame #</i> | <i>File #</i> |
|----------------|--|
| 0001 | Publications of Intercollegiate Bureau of Occupations. 41 frames. <ol style="list-style-type: none">1. "College Alumna's Work." <i>Columbia University Quarterly</i>, December 1916 (March 1917). Julia Searing Leaycroft and Mary L. Bush. 12pp.
"Classified List of Vocations for Trained Women." March 1917. Emma P. Hirth. 39pp.
[Opportunities in war work.] <i>The Spotlight</i>. May 1918. [Anon.] 4pp.
"Opportunities for Women in Scientific Work." n.d. [Anon.] 14pp. |
| 0042 | "Women in Industry: Her Opportunities in Business Today." New York University course. October 1915–May 1916. Eva E. vom Bauer, director, School of Commerce. 1,158 frames. <ol style="list-style-type: none">2. Course outlines, schedule. 7pp.
"Points for Discussion in Each Lecture." 1915–1916. 2pp.
"Outline of Course." n.d. 2pp.
[Lecture listing.] October 1915–May 1916. 4pp. |
| 0049 | 3. "Women and Vocations." October 4, 1915. Dean Johnson, Eva E. vom Bauer, and Charlotte Perkins Gilman. 55pp. |
| 0104 | 4. "Woman as an Economic Factor—A History of the Woman Movement." October 11, 1915. Juliet Stuart Poyntz. 35pp. |
| 0139 | 5. Business. 45pp.
"Office Work as Training for Executive Positions." October 25, 1915. Eleanor Gilbert. 19pp.
"Women in Business." October 25, 1915. Miss Snow. 26pp. |
| 0184 | 6. Business. 41pp.
"Life Insurance." November 9, 1915. E. Marie Little. 14pp.
"Real Estate and Insurance." November 9, 1915. Edna Lewis. 15pp. [Transcript is incomplete.]
"Woman Coffee Merchant." November 9, 1915. Alice Foote McDougal. 12pp. |

- | <i>Frame #</i> | <i>File #</i> | |
|----------------|---------------|--|
| 0225 | 7. | Clothing Design and Selling. 47pp.
"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. |
| 0272 | 8. | Trade Unions. 48pp.
"Trade Unions from the Workers' Point of View." November 23, 1915. Mary Dreier. 17pp.
"Trade Organizations (from the Employers' Point of View)." November 23, 1915.
Belle Moskowitz. 31pp. |
| 0320 | 9. | The Arts. 35pp.
"Photography." November 30, 1915. Frances Benjamin Johnston. 12pp.
"Women's Opportunities in the Industrial Arts." November 30, 1915. Mrs. Samuel Cheney.
23pp. |
| 0355 | 10. | "Architecture." December 7, 1915. Fay Kellogg. 29pp.
[Frames 0370 to 0382 are missing.] |
| 0383 | 11. | Journalism. 39pp.
"Newspaper Work." December 14, 1915. Eva E. vom Bauer and Edith Brownell. 39pp. |
| 0422 | 12. | Literary Work. 64pp.
"Magazine Work." December 21, 1915. Mary (Fanton) Roberts. 33pp.
"Literature and Playwriting." December 21, 1915. Elizabeth Jordan [Vermilye]. 31pp.
[Transcript is incomplete.] |
| 0486 | 13. | "Advertising." January 4, 1916. Mr. Roberts. 28pp.
"Publishers' Information Bureau." January 4, 1916. Miss Walker. 18pp.
"Advertising." (January 4, 1916.) No author. 4pp. |
| 0536 | 14. | "Labor Legislation." January 11, 1916. Irene Osgood Andrews. 38pp. |
| 0574 | 15. | Home economics. 38pp.
"Food—Food Inspectors." February 1, 1916. Laura Cauble. 13pp.
"Institutional Management." February 1, 1916. Emma Gunther. 15pp.
[Question and answer session.] February 1, 1916. 10pp. |
| 0612 | 16. | Household Economics. 46pp.
"Homemaking." February 8, 1916. Christine Frederick. 31pp.
"The Family." February 8, 1916. Julia Lathrop. 15pp. |
| 0658 | 17. | "Psychology." February 15, 1916. Dr. Eleanor Keller. 16pp. [Page 15 is continued in
next lecture.]
"Women in Civic Work." February 15, 1916. Mary R. Beard. 16pp.
"Women in the Ministry." February 15, 1916. Dr. Anne Allebach. 9pp. |
| 0699 | 18. | Social work. 43pp.
"Social Service—General Opportunities and Salaries." March 7, 1916. Mary van Kleeck.
20pp.
"Social Case Work—Family Relief and Rehabilitation." March 7, 1916. Mary Ellen
Richmond. 23pp. |
| 0742 | 19. | "Medicine." March 14, 1916. Dr. Glasgow. 22pp.
"Education—The Gary Method." March 14, 1916. Alice Barrows Fernandez. 23pp. |
| 0787 | 20. | "Nursing and Public Health." March 21, 1916. Lillian Wald. 21pp. [Transcript is
incomplete.]
"Women in Institutional Management." March 21, 1916. Dr. Katherine Bement Davis.
17pp.
"Probation, Parole, and Protection." March 21, 1916. Maud Miner. 17pp. |
| 0842 | 21. | "Civil Service." March 28, 1916. Mrs. Crocker. 44pp. |
| 0886 | 22. | Dramatic Work. 39pp.
"The Theater." April 4, 1916. Jessie Bonstelle. 27pp.
"Theatrical Work—Movies." April 4, 1916. Miss Bleeker. 12pp. |
| 0925 | 23. | "Finance (and Banking)." April 11, 1916. Elizabeth E. Cook. 33pp.
"Accounting." April 11, 1916. Eva E. vom Bauer. 24pp. |

- | Frame # | File # |
|---------|--|
| 0982 | 24. Library Work and Research. 54pp.
"Opportunities in Library Work." April 18, 1916. Adelaide Hasse. 18pp.
"Research—Bacteriology." April 18, 1916. Dr. Anna Wessels Williams. 16pp.
"Opportunities for Women in Pharmacy." April 18, 1916. Miss St. Clair Ransford-Gay. 20pp. |
| 1036 | 25. Professions. 56pp.
"Law." April 25, 1916. Bertha Rembaugh. 24pp. [Transcript is continued in next lecture.]
"Medicine." April 25, 1916. Dr. Rosalie Slaughter Morton. 17pp. [Transcript is incomplete.]
"Engineering." April 25, 1916. Nora B. de Forest. 15pp. |
| 1092 | 26. Vocational Guidance. 33pp.
"The Choice of a Job." May 2, 1916. Enoch Burton Gowin, and "The Agency." May 2, 1916. Louise Odencrantz. 33pp. [Both lectures in one transcript.]
[Frames 1110–1124 are missing.] |
| 1125 | 27. Summaries on Women's Vocations. 75pp.
"Findings of the Intercollegiate Bureau of Occupations." May 9, 1916. Frances Cummings. 34pp.
(Summary of course.) May 9, 1916. Eva E. vom Bauer. 26pp.
"Landscape Architecture." [1916 or 1917.] Elsie Raymond. 15pp. |

Reel 2

Series II: Bureau of Vocational Information

- 0006 **General Information, 1925–1926.** 16 frames.
28. "Women in Industry—Training for the Professions and Allied Occupations: Facilities Available to Women in the United States." *The Saturday Review of Literature*. January 3, 1925. [Book review by] Agnes L. Rogers. 1p.
 "Bureau of Vocational Information." January 1925. [Author's name unavailable.] 16pp.
 "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.
- The News-Bulletin of the Bureau of Vocational Information, 1922–1926.*** 230 frames.
 [From 1922–1924, bimonthly publication, except July and August; in 1925.]
- 0022 29. October 15, 1922–November 1, 1923. 114pp.
 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, December 1 and 15, 1923.
- 0092 30. January 1–December 1, 1924. 128pp.
 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.

Frame # File #

- 0172 31. February 1925–May 1926. 128pp.
Topics covered include: Science, Vocations for college women, Publishing, Costume design, Library work, Museums, Chemistry, Occupational therapy, Employment on ocean liners, Sales, Legal training, Social work, Teaching, Banking, Personnel, Dental hygienist, Merchandising, School administration, Journalism, Statistics, Editorial work, Writing, Vocational guidance, Music. Missing issues are June–December 1926.

Occupational Fields of Research: outlines, n.d. [files 32–33]. 90 frames. When appropriate, titles of major items are listed, indented, following a particular file. The date, author or issuing agency, and number of pages are included.

- 0252 32. Outlines for the following occupations: Accounting, Advertising and publicity, Agriculture, Architecture, Art, Banking and Finance, Business, Chemistry, Dentistry, Dramatic work, Education, Engineering, Foreign trade. 44pp.
- 0296 33. 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.

Files on Occupations [files 34–364]. 14, 108 frames.

Agriculture [covers files 34–49]. 689 frames.

- 0343 34. General information—includes correspondence, lists of vocations, notes. 1918–1923, n.d. 34pp.
“The Farm Woman’s Problems.” Office of Extension Work. 1919–1920. Florence E. Ward. 18pp.
“Help for the Farmer.” The Woman’s Land Army of America. February 1918. 4pp.
“The Illinois Training Farm for Women.” n.d. Tiffany Blake. 5pp.
- 0375 35. Printed. 1914–1920. 25pp.
Excerpts from *Woman’s National Farm and Garden Association Quarterly*. 1914, 1915. 10pp.
- 0395 36. Printed. 1921–1924. 17pp.
“Studies of Occupations in Agriculture, Forestry, and Animal Industry.” [Excerpt.] Harvard University, Cambridge, Massachusetts. 1921. Frederick J. Allen. 6pp.
“Agriculture: Summary for the Census of Agriculture for the United States, 1919 and 1920.” [Excerpts.] Bureau of the Census, Washington, D.C. 1922. Leon E. Truesdell. 5pp.
- 0408 37. Lists of individuals and organizations. 1918–1926. 13pp.
- 0421 38. Bibliographies. 1915–1922. 13pp.
- 0431 39. Questionnaires [for agricultural and horticultural workers]. 1917–1918, 1920. 116pp.
- 0547 40. Extension work—Correspondence; includes lists [Agricultural worker survey]. 1915, 1917–1918. 90pp.
- 0634 41. Extension work—List [of Cooperative Extension employees; also Printed]. 1916–1923, n.d. 173pp.
“Education through Farm Demonstrations.” *Annals of the American Academy of Political and Social Science*. September 1916. Bradford Knapp. 16pp.
“Women’s Rural Organizations and Their Activities.” U.S. Department of Agriculture Bulletin. August 29, 1918. Anne M. Evans. 15pp.
“List of Employees in Cooperative Extension Work.” Office of Cooperative Extension Work, States Relations Service, U.S. Department of Agriculture. March 15, 1923. 130pp.
- 0790 42. Farming—Correspondence [comments added to agricultural questionnaires and survey of farm workers]. 1917–1918, n.d.; includes Photograph (enclosure). 99pp.
- 0874 43. Farming—Miscellaneous, including WEIU. 1912, 1919–1925, n.d. 28pp.
- 0900 44. Forestry—Correspondence [and printed]. 1917–1924, n.d. 20pp.

Frame # File #

- 0920 45. Horticulture—Correspondence, interview, WEIU studies. 1913–1923, n.d. 57pp.
“Opportunities for Profit in Horticulture.” *The Monthly Bulletin of State Commission of Horticulture*. December 1916. Myrtle Shepherd Francis. 6pp.
Interview. September 16, 1919. 2pp.
“Horticulture as a Profession for Women.” [Drafts.] n.d. Louise E. Carter. 8pp.
- 0973 46. Horticulture—Printed. 1917–1925, n.d. 32pp.
“A School of Horticulture for Women.” Association of Collegiate Alumnae. Louise Carter. 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.
- 1004 48. Training—Correspondence, list of schools. 1922–1923, n.d. 13pp.
- 1017 49. Training—Printed. 1921–1922, n.d. 16pp.
- Architecture, including Interior Decoration [files 50–51]. 44 frames.
- 1033 50. Correspondence, interview. 1921–1925, n.d. 29pp.
Interview. August 16, 1923. 2pp.
- 1060 51. Printed. 1912, 1917, 1921–1924. 24pp.
“The Ethical Standards of the Architect.” Robert D. Kohn; “Interior Decoration in the Making.” Amy Ferris. *The Bulletin* [publication of the League for Business Opportunities for Women]. October 1917. 12pp.

Reel 3

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

- Arts [files 52–71]. 305 frames.
- 0006 52. General information—includes interviews, lists. 1921–1924, n.d. 20pp.
Interviews. December 14–16, 1921. 9pp.
- 0025 53. Printed. 1921–1926. 17pp.
“The Art Alliance of America.” 1921. [Anon.] 11pp.
- 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.] May 19, 1917. J. M. Boyd. 13pp.
Interview. December 16, 1921. 4pp.
- 0070 55. Commerce and Industry—Printed. 1915, 1922–1924, n.d. 31pp.
“Our Needs and Opportunities in the Industrial Arts.” [Transcript.] James Parton Haney. n.d. 17pp.
- 0094 56. Crafts—Printed. 1918–1924, n.d. 28pp.
“A Plea for American Arts and Crafts.” *Vassar Quarterly*. February 1918. Hazel Hyman Adler. 5pp.
“Women and Craftsmanship.” The Bureau of Occupations for Trained Women. n.d. Mira Burr Edson-Kohler. 7pp.
- 0118 57. Costume Design—Interviews [and lists]. 1919–1926, n.d. 13pp.
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. 1923–1924, n.d. 9pp.

- Frame # File #
- 0141 60. Dramatic Work—Printed. 1916–1926, n.d. 83pp.
 “The Shakespeare Memorial” and “Steps toward a National Theatre.” 1916. Grace
 Griswold. 24pp.
 Expression. School of Expression, Boston, Massachusetts. Summer 1922. 24pp.
 “What the Stage Offers Today.” *The Open Road*. December 1923. Harry Beresford. 5pp.
- 0194 61. Graphic Arts—Printed, 1920. 1p.
- 0195 62. Interior Decoration—Sample questionnaire, interviews. 1913–1922, n.d. 20pp.
- 0210 63. Music—Correspondence, interview. 1923–1924, n.d. 8pp.
 Interview. January 15, 1923. 1p.
- 0218 64. Music—Printed. 1918–1923. 5pp.
- 0223 65. Occupational Therapy—Correspondence, interview. 1919–1925. 17pp.
 Interview. May 9, 1919. 1p.
 “A Hundred Cardiacs at Work.” [Reprint.] *The Nation's Health*. October 1923. Gertrude R.
 Stein and Belle Baron. 5pp.
- 0237 66. Painting—Printed. 1922, 1924, n.d. 15pp.
- 0250 67. Photography—Interview [and printed]. 1921–1925, n.d. 15pp.
 Interview. October 30, 1923. 2pp.
 “Photography.” The Bureau of Occupations for Trained Women. n.d. Mathilde Weil. 6pp.
- 0263 68. Scientific and Technical Drawing—Interview. n.d. 1p.
- 0264 69. Sculpture—Note. 1921. 1p.
- 0265 70. Training—Correspondence [and interview]. 1917, 1922–1924, n.d. 36pp.
- 0299 71. Training—Printed. 1915–1924. 14pp.
 “Some Industrial Art Schools of Europe and Their Lessons for the United States.”
 [Excerpts.] Bureau of Education, U.S. Department of the Interior. 1923. Marius
 Vachon. Florence N. Levy, translator. 5pp.
- Business [files 72–90]. 702 frames.
- 0311 72. General information—interviews [and printed]. 1917–1926, n.d. 89pp.
 Interviews. October 14–23, 1919, n.d. 21pp.
 “Women in Trade Reconstruction.” [Reprint.] *The Forum*. October–November 1919.
 Kathrine Clemmons Gould. 10pp.
 “Are Women a Success in Business?” n.d. Dorothy Dunbar Bromley. 9pp.
- 0373 73. Accounting—Correspondence, report. 1917–1926. 24pp.
 “Shorter Course in Accounting for Women.” Pace Institute, New York, New York. 1917.
 11pp.
- 0392 74. Advertising and Publicity—Surveys, lists. 1919–1925. 44pp.
 Interviews. April 10, 1919. 3pp.
 “Advertising as a Vocation for College Women.” [Draft of summary of address.] Paul T.
 Cherington. December 9, 1923. 6pp.
- 0434 75. Advertising and Publicity—Surveys, lists cont. n.d. 37pp.
 “Survey of Employment Opportunities for Women in Advertising.” n.d. [Anon.] 6pp.
 “Advertising as a Profession for Women.” Bureau of Occupation for Trained Women. n.d.
 Elizabeth Conover Moore. 6pp.
- 0468 76. Banking and Bond Selling—Correspondence, lists, [interviews]. 1917–1925, n.d. 75pp.
- 0542 77. Banking and Bond Selling—Photographs of women bankers. n.d. 3pp.
- 0545 78. Banking and Bond Selling—Printed. 1917–1928, n.d. 130pp.
 “Banking and Business Training for Women.” *The Bankers Magazine*. August 1917.
 [Anon.] 8pp.
 “Women in American Business: Women in the Banking Field.” *American Business and
 National Acceptance Journal*. August and September 1920. [Anon.] 9pp.
 “The Women’s Department in a Trust Company” [address before annual convention of
 American Bankers Association]. United States Mortgage and Trust Company. October
 20, 1920. Mrs. William Laimbeer. 14pp.
 “Opportunities for Women in Trust Work.” *Bulletin of the American Institute of Banking*.
 October 1928. Bessie M. Seely. 7pp.

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| 0642 | 79. Clerical Occupations—[printed and] Interview. 1923–1924. 10pp.
“Opportunities for Women in the Telephone Service.” Indianapolis Chamber of Commerce and Indiana University. [Anon.] 1923. 9pp.
Interview. October 2, 1924. 1p. |
| 0648 | 80. Commerce (Bookshops)—Miscellaneous. 1922–1929, n.d. 20pp.
“Bookselling for Women.” [Reprint.] <i>The News Bulletin</i> (of the Bureau of Vocational Information.) September 1923. Frederic G. Melcher. 8pp. |
| 0665 | 81. Commerce (Flower Shops)—Printed. 1925, n.d. 10pp. |
| 0673 | 82. Commerce (Gift and Specialty Shops)—Printed. 1922, n.d. 16pp. |
| 0688 | 83. Commerce (Other Shops)—Correspondence [and printed]. 1915–1925. 4pp. |
| 0692 | 84. Department Stores—Interviews, lists, correspondence. 1919–1925, n.d. 53pp.
Interviews. January 13–February 7, 1920. 17pp. |
| 0745 | 85. Department Stores—Printed. 1924–1925, n.d. 14pp. |
| 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.

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| 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. |
| 0447 | 97. Filing—Interview [and printed]. [1911], 1915–1926, n.d. 54pp.
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]. 1913–1926, n.d. 45pp.
Interviews. March 19, 1920. 2pp.
“The Woman Worker.” The American Society of Mechanical Engineers. December 4–7, 1917 [1922—?]. John W. Upp. 12pp.
“Publishing House Work in Boston [Massachusetts].” Helen F. McMillan, et al. 1923. 7pp.
“Our Government’s Interest in Industrial Women.” <i>The Business Woman</i> . n.d. Mary Anderson. 3pp. |

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| 0521 | 99. | Industry (Laundry Management)—Printed. 1920, [1922], n.d. 67pp.
"Powder Laundry Operation As a Vocation." 1922. [Anon.] 39pp.
"Opportunities in the Powder Laundry Industry As a Vocation." The Laundry Board of Trade of Greater New York. August 1922. 27pp. |
| 0576 | 100. | Industry (Printing)—Report. 1920–1923. 3pp. |
| 0579 | 101. | Industry (Public Utilities)—Interviews, speeches. 1917–1926, n.d. 48pp.
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 conference of Vassar College.] February 12, 1921. 17pp.
"To Women Who Manage Their Affairs." n.d. Alice Carfrutic. 11pp. |
| 0622 | 102. | Industry (Women in industry)—Printed. 1918–1928, n.d. 184pp.
"Standards Governing Employment of Women in Industry." The Woman in Industry Service, U.S. Department of Labor. December 12, 1918. 9pp.
"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. Department of Labor]. <i>The Green Book Magazine</i> . 1919. Helen J. Ferris. 6pp.
"Executive and Technical Women in Industry—Survey of Factories, 1919–1920." Employment Department and War Work Council, YWCA. Janet R. Huntington. 19pp.
"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.
"Standards for the Employment of Women in Industry." The Women's Bureau, U.S. Department of Labor. October 15, 1921. 10pp.
"Wage-Earning Women Killed Dangerous 'Welfare' Bills." Industrial Equality. May 16, 1923. 4pp.
"Take Mary With You!" [protection laws]. Equal Rights Association. 1923. James L. O'Donnell. 4pp.
"An Argument in Support of Minimum Wage Legislation for Women and Minors in Industry in the State of New York." March 1924. Bernard L. Shientag. 8pp.
<i>News Letter on Women and Children in Industry</i> . Massachusetts Council on Women and Children in Industry. March and December 25, 1925. 27pp.
"Women Workers and Family Support." Women's Bureau, U.S. Department of Labor. July 24, 1925. 12pp.
"Woman's Work From Primitive Times to the Present." Industrial Committee War Work Council, National Board, YWCA. n.d. Genevieve M. Fox. 17pp. |
| 0757 | 103. | Insurance—Interviews, correspondence, speeches, 1917–1924, n.d. 95pp.
Interviews. May 23, 1917–July 29, 1919. 8pp.
"A Work for Which Women Are Eminently Fitted." <i>Agency Items</i> . October 6, 1917. Equitable Life Assurance Society of the U.S. 12pp.
"The Present Day Opportunities for Women in the Life Insurance Business" [lecture at vocational conference, Vassar College]. Alice Le Roche. December 15, 1923. 12pp.
"Insurance in Aphorisms." E. Marie Little. [Reprint.] <i>New York Evening Sun</i> . n.d. 6pp.
"Insurance." The Bureau of Occupations for Trained Women. n.d. Mabel M. Spencer. 6pp. |
| 0843 | 104. | Real Estate—Interviews, survey, article. 1919–1926, n.d. 37pp.
Interviews. October 1919, November 1–10, 1923. 3pp.
"Real Estate Brokerage: Is It or Is It Not, a Profession for Women?" YWCA [survey]. 1926. Lois Zimmerman. 11pp.
"Professional Advice to College Women: What About Real Estate." <i>The Independent</i> . n.d. Helen Duey Hoffman. 10pp. |
| 0880 | 105. | Research—Notes, 1923, n.d. 4pp. |

Reel 5

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Business cont. [files 106–109]. 170 frames.

- 0006 106. Secretarial work—Miscellaneous. 1920–1925, n.d. 137pp. [89 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 work.] October 1920. Genieve Gildersleeve. 19pp.
“The Private Secretary: Her Unusual Opportunities, Her Interesting Duties.” Cedar Crest College for Women, Allentown, Pennsylvania. 1920. 17pp.
“Secretarial Training” [report of national conference held at Boston University, October 27, 1923]. *Bulletin*. U.S. Department of the Interior. 1924. Glen Levin Swiggett. 35pp.
“Be a Private Secretary” and “A Heart to Heart Talk with Young Women about Secretarial Work.” n.d. Milton Scudder. 15pp.
“Secretarial Work.” Bureau of Occupations for Trained Women. Helen Magee. 8pp.
- 0095 107. Stenography—Correspondence, Interviews. 1921–1923, n.d. 37pp.
Interviews. n.d. 10pp.
- 0129 108. Trade and Business Organizations—Correspondence. 1920–1923. 31pp.
“Women in Chambers of Commerce.” American City Bureau. May 16, 1923 [March 1921]. 24pp.
Interview. November 22, 1923. 1p.
- 0159 109. Training—Interviews. 1920–1925, n.d. 23pp.
“Vocational Training for Women in Industry.” [Reprint.] *Bulletin* [of the National Society for Vocational Education, Proceedings of Chicago Convention, February 1920.] Cleo Murland. 8pp.
Interviews. November 22–28, 1923. 2pp.
- Dentistry [file 110]. 36 frames.
- 0176 110. Correspondence. [and printed]. 1917–1927. 39pp.
- Education [files 111–116]. 174 frames.
- 0212 111. Administration—Bibliography, [and printed]. 1919–1927, n.d. 52pp.
“The Adviser of Girls in High School.” *Teachers College Record*. September 1919. Romiett Stevens. 24pp.
“The Duties of the Student Adviser.” *The School Review*. January 1922. Rose E. Agerter. 8pp.
“Courses for Advisers of Women and Girls, 1924–1925.” *Teachers College Bulletin*. Teachers College, Columbia University. May 24, 1924. 11pp.
- 0245 112. Handicapped—Article, notes. 1920–1925, n.d. 11pp.
“How the Girl or Woman Handicapped by Hardness-of-Hearing May Earn Her Living.” n.d. Ethel M. Murphy. 6pp.
- 0256 113. Nursery School and Kindergarten—Correspondence [and printed]. 1922–1925, n.d. 17pp.
- 0273 114. Physical Education—Correspondence, 1919–1926, n.d. 17pp.
“Physical Education As a Profession.” Woman’s Occupational Bureau. July 1923. J. Anna Norris. 6pp.
- 0288 115. Teaching—Printed. 1920–1923, n.d. 86pp.
“Barbara Tries Teaching.” Institute for Public Service. 1921. Marie M. Weber. 36pp.
“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.
“The Teaching Profession for Women.” Ministry of Labour [Great Britain]. n.d. [Anon.] 11pp.

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- 0341 116. Miscellaneous (includes Chautauquas, summer camps)—Correspondence. 1919–1928, n.d. 63pp.
 “The Effect of the War [World War I] upon the Education of Women.” *The American School*. October 1919. Katherine Sisson McLean. 3pp.
 “Planning the High-School Output.” [Reprint.] *Educational Review*. May 1925. Elene M. Michell. 4pp.
- Engineering [files 117–118]. 140 frames.
- 0386 117. Correspondence [and lists]. 1920–1925, n.d. 45pp.
- 0431 118. Printed, including six issues of *The Woman Engineer* (1922–1924). 1919–1925, n.d. 156pp.
 The Woman Engineer [table of contents on front cover]. The Women’s Engineering Society. June 1922; June, December 1923; March, September, December 1924. 134pp.
 “A Symposium of Views of Leading Engineers on the Opportunities in the Engineering Profession for Women.” *The Business Woman*. July 1923. George Lewis Roberts. 5pp.
- Government [files 119–125]. 190 frames.
- 0526 119. Civil Service (New York City and State)—Miscellaneous. 1919, 1924, n.d. 12pp.
- 0538 120. Civil Service (United States)—Correspondence, [interviews, and printed]. 1919–1924, n.d. 54pp.
 “Woman’s Place in Civil Service.” The Federation of Women’s Civil Service Organizations. June 13, 1919. May B. Upshaw. 15pp.
 Interviews. November 18, 1919, n.d.
 “Opportunities for Women in the Federal Service.” General Federation of Women’s Clubs. n.d. F. H. Cole. 12pp.
- 0578 121. United States Foreign Service—Correspondence [and printed]. 1922–1925. 15pp.
- 0593 122. Politics—Printed. 1919–1923, n.d. 50pp.
 “How New York Laws Discriminate Against Women.” National Woman’s Party. September 29, 1923. 16pp.
 “Politics—A Profession for Women.” Association of Collegiate Alumnae. Marguerite Arnold. 6pp.
- 0631 123. Wartime Opportunities—Printed. 1917–1918, n.d. 38pp.
- 0668 124. Women in Public Positions—Printed. 1920–1925, n.d. 67pp.
 “Women in Industry: Women in the Government Service.” *Labor Review*. January 1920. [Anon.] 10pp.
 “Women in the Government Service.” Bulletin of the Women’s Bureau, U.S. Department of Labor. 1920. Bertha M. Nienburg. 35pp.
- 0716 125. Training for public service—Correspondence. 1922, n.d. 7pp.
- Home Economics [files 126–134]. 299 frames.
- 0723 126. General information—includes correspondence, lists. 1916–1925, n.d. 59pp.
- 0765 127. Printed. 1918–1926, n.d. 53pp.
 “Rural Home Economics Extension.” n.d. Miriam Birseye. 7pp.
- 0809 128. Budget Guides. 1922, 1924. 54pp.
- 0841 129. Conference on group hiring. May 1920. 28pp.
- 0862 130. Dietetics—Correspondence [and printed]. 1920–1922, n.d. 28pp.
- 0882 131. In Business—Speeches. 1921–1925, n.d. 37pp.
 “Home Economics in Business.” n.d. [Name illegible.] 10pp.
 “The Educational Work.” n.d. A. Durham. 9pp.
- 0919 132. Institutional Management (Hotel Work)—Correspondence, notes [and printed]. 1920–1926, n.d. 52pp.
 The Hotel Business. 1922. John L. Horgan, et al. 11pp.
 Interview. October 2, 1924. 1p.

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| 0966 | 133. Institutional Management (Lunchrooms, Tearooms, Restaurants)—Miscellaneous. 1922–1925, n.d. 65pp.
“The Story of Mary Elizabeth.” n.d. [Anon.] 21pp.
[Extracts from] <i>Careers</i> [opportunities for cooks and caterers]. n.d. E. Gladys Cooke [author of foreword]. 7pp. |
| 1011 | 134. Training and education—Miscellaneous. 1922–1925, n.d. 11pp. |
| | Landscape Architecture [files 135–136]. 47 frames. |
| 1022 | 135. Lists, ca. 1916–1926, n.d. 36pp.
“The Profession of Landscape Architecture.” Bureau of Occupations for Trained Women. n.d. Elizabeth Bootes Clarke. 4pp.
“School Gardening.” Bureau of Occupations for Trained Women. n.d. Caro Miller. 4pp. |
| 1053 | 136. Training—Correspondence. ca. 1915–1924, n.d. 19pp. |
| | Languages [file 137]. 16 frames. |
| 1069 | 137. Lists. 1918–1924, n.d. 16pp. |

Reel 6

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

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| | Law [files 138–151]. 1,098 frames. |
| 0006 | 138. Lists, correspondence. 1918–1925, n.d. 61pp.
“The Woman Lawyer.” April 25, 1919. [Notes from New York University lecture of] Bertha Rembaugh. 2pp.
[Addresses (concerning court systems in New York City and state) before New York League of Business and Professional Women.] March 3, 1920. Mary Padden, secretary, Criminal Courts Committee of New York State Probation Commission; and Bertha Rembough. 2pp.
“Unification of Laws Concerning the Legal Status of Women.” [Approved by] League of Women Voters. n.d. 1p. |
| 0066 | 139. Printed. 1917–1925, n.d. 68pp.
“Should Women Be Admitted to the Columbia Law School?—Opinions of the Press and of Leading Lawyers.” The Women’s City Club, New York. 1917. 10pp.
“Uniform State Laws: Up-to-Date Summary.” <i>Women Lawyers’ Journal</i> [and other legal articles]. August 1923. E. Jean Nelson Penfield. 8pp.
“Mary Bartelme, Friend in Court.” <i>The Woman Citizen</i> . November 17, 1923. T. S. Stribling. 4pp.
“Equal Rights for Women Lawyers.” 1923 [?]. Burnita Shelton Matthews. 6pp.
“Justice Is Truth in Action.” <i>The Business Woman</i> . 1923 [?]. Ida White Parker. 3pp.
“The First Woman to Sit on a Supreme Court Bench.” [Ohio Supreme Court]. <i>The American Magazine</i> . 1923 [?]. Allan Harding. 7pp.
“Portias Undisguised.” <i>The Woman Citizen</i> . September 6, 1924. Zora Putnam Wilkins. 4pp. |
| 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. |
| 0404 | 145. General Practice—Questionnaires. 1918, 1920. 138pp. |
| 0523 | 146. General Practice—Questionnaires. 1918, 1920. 126pp. |

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0631 147. General Practice—Questionnaires. 1920. 142pp.
0738 148. General Practice—Questionnaires. 1920–1921. 153pp.
0853 149. Positions in law offices—Questionnaires. 1918, 1920. 122pp.
0950 150. Business—Questionnaires. 1918, 1920. 98pp.
1025 151. Government positions— Questionnaires, 1918, 1920. 96pp.

Reel 7

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

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

0006 152. Social work—Questionnaires. 1918, 1920. 24pp.
0025 153. Law libraries—Questionnaires. 1918, 1920. 20pp.
0041 154. Editorial work—Questionnaires. 1918, 1920. 32pp.
0066 155. Education—Questionnaires. 1918, 1920. 44pp.
0102 156. Stenography and reporting—Questionnaires. 1918, 1920. 55pp.
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.
0485 163. Correspondence re: women law school graduates, 1916–1920 (arranged alphabetically by law school)—Albany Law School to University of Buffalo Law School. 33pp.
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.
“Constitution and By-Laws of the Women Lawyers’ Club.” 1919. 2pp.
0736 168. Correspondence re: women law school graduates, 1916–1920 (arranged alphabetically by law school) cont.—Wake Forest College to Young Men’s Christian Association (YMCA). 38pp.
0774 169. Correspondence [also includes lists of law schools]. 1919–1920. 16pp.

Library Work [files 170–174]. 229 frames.

0790 170. Lists. 1917–1922, n.d. 24pp.
“What Is a Librarian?” n.d. Isabella M. Cooper. 3pp.
“Why Not Be a Librarian.” n.d. [Anon.] 5pp.

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| 0813 | 171. Printed, 1914–1926, n.d. 43pp.
“Vocational Library on Women’s Work.” <i>Special Libraries</i> . October 1914. Ethel M. Johnson. [Also includes other articles.] 4pp.
“Women in Libraries.” <i>Journal of the Association of Collegiate Alumnae</i> . October 1917. Adelaide R. Hasse. [Also includes biography of author, “A Librarian Whose Watchword Is Service.”] 12pp.
“Library Work as a Profession.” Woman’s Occupational Bureau. January 1923. Gratia A. Countryman. 4pp.
“Children’s Librarianship as a Profession.” n.d. Helen Martin. 17pp.
“Free Reference Library on Women in Industry.” Women’s Educational and Industrial Union. n.d. 4pp. |
| 0843 | 172. Questionnaires [also printed]. 1917–1918. 131pp.
“Conservation of Thought—The Difficulty of the Obvious.” [Special libraries.] n.d. G. W. Lee. 4pp. |
| 0973 | 173. Special Libraries—Correspondence [also printed]. 1918–1923, n.d. 15pp.
“Opportunities in Special Libraries.” <i>The Smith Alumnae Quarterly</i> . February 1922. Helen E. Hemphill. 2pp. |
| 0988 | 174. Training—Lists, correspondence. 1919–1925, n.d. 30pp. |

Reel 8

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

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| | Medicine [files 175–177]. 72 frames. |
| 0006 | 175. Lists, notes. 1916–1924, n.d. 19pp.
“Scientific Work: Psychology.” February 15, 1916. [Notes from lecture of] Dr. Eleanor Keller. 2pp.
“Women in Medicine.” <i>New York Medical Journal</i> . November 21 and December 20, 1923. [Anon.] 2pp. |
| 0023 | 176. Printed. 1918–1922, n.d. 84pp.
“Annual Report, June 1917–June 1918.” American Women’s Hospitals. 29pp.
“A New Course in Preventive Medicine.” [The Woman’s Medical College of Pennsylvania.] <i>The Civic Club Bulletin</i> . March 1919. Dr. Martha Tracy. 4pp.
“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.
“What Is Preventive Medicine?” Woman’s Medical College of Pennsylvania. 1919. 4pp.
“The Women Physician.” <i>The Association Monthly</i> . 1921. Dr. Kristine Mann. 3pp.
“The Woman Physician.” Bureau of Occupations for Trained Women. n.d. Ellen C. Potter. 6pp. |
| 0075 | 177. Training, 1922. 7pp.
“Medical Education in the United States for the College Session of 1921–1922.” [Extracts.] [Reprint.] <i>Educational Number</i> [of <i>Journal of the American Medical Association</i> .] August 19, 1922. Council on Medical Education; Hospitals of American Medical Association. 6pp. |
| | Museum Work [file 178]. 24 frames. |
| 0080 | 178. Museum Work: Notes, speeches, correspondence, 1922–1926, n.d. 24pp.
“Museum Work.” [?] Sherwood. 6pp.
“Museum Work.” [?] Howe. 7pp. |

- Frame # File #
- Nursing [files 179–184]. 284 frames.
- 0104 179. Nursing: Bibliographies, article, report. 1921, 1924, n.d. 43pp.
 “Suggested Standards for Nurses’ Registration.” December 1, 1924. 2pp.
 “Nursing As a Profession.” n.d. Agnes A. Sharp. 20pp.
 “Nursing As a Career for Educated Women.” [Draft.] n.d. Julia C. Stimson. 9pp.
- 0147 180. Printed, 1915–1921. 82pp.
 “Health, Salaries, and Work of Nurses.” Vocational Guidance Committee, National League of Nursing Education. 1915. Isabel M. Stewart. 11pp.
 “Petition from the Nurses of the Department of Health of the City of New York Requesting Higher Salaries.” n.d. 13pp.
 “The Woman’s Great Profession of the Future.” *Journal of the Association of Collegiate Alumnae*. March 1918. Jane A. Delano. 7pp.
 “Editorial Comment: Are Nurses Alive to Their Opportunities?” *The American Journal of Nursing*. November 1919. 13pp.
 “Readjustments in the Training School Curriculum to Meet the New Demands in Public Health Nursing.” *The American Journal of Nursing*. November 1919. Isabel M. Stewart. 8pp.
 “Service—The Watchword of the Twentieth Century.” [Reprint.] *The Public Health Nurse*. February 1920. Edna L. Foley. 4pp.
 “Nursing As a Fine Art” [Parts 1 and 2]. *The Association Monthly*. July 1920 and n.d. Ella Phillips Crandall. 6pp.
 “The Outlook in Nursing.” [Reprint.] *The Public Health Nurse*. September 1920. Adelaide Nutting. 12pp.
 “Nursing As a Profession for College Women.” *The Wellesley Alumnae Quarterly*. October 1920. Clara A. Griffin. 4pp.
 “The Nurse Enters the Factory.” *Smith Alumnae Quarterly*. May 1921. Maude Barton. 3pp.
- 0199 181. Printed. 1922–1925, n.d. 133pp.
 “Opportunities in the Field of Nursing.” 1922. Isabel Maitland Stewart. 31pp.
 “Nursing As a Profession.” Woman’s Occupational Bureau. March 1923. Alma C. Haupt. 8pp.
 “The Nation’s Call for Nurses.” Committee on Nursing, General Medical Board, Council of National Defense. n.d. Isabel M. Stewart. 24pp.
 “The Foster Mother of the Race.” National Organization for Public Health Nursing. n.d. 16pp.
 “Nursing.” Committee on Nursing, General Medical Board, Advisory Commission, Council of National Defense. n.d. 4pp.
 “Nursing—A National Service.” Committee on Nursing, General Medical Board, Council of National Defense. n.d. Isabel M. Stewart. 15pp.
 “Know the Joy of Service—Be a Nurse.” Central Council for Nursing Education. n.d. 6pp.
 “Public Health Nursing.” Bureau of Occupations for Trained Women. n.d. Eliza McKnight. 3pp.
- 0276 182. Questionnaires. 1918, n.d. 75pp.
- 0333 183. Training—Correspondence, report, lists. 1919–1924, n.d. 20pp.
- 0353 184. Training—Printed. 1919–1924, n.d. 62pp.
 “The University Education of the Nurse.” Committee on Education, National League of Nursing Education. November 1919. Richard Olding Beard. 17pp.
 “Report of the Committee on Nursing Education.” 1922. 24pp.
 “Public Health Nursing: Scope, Preparation, Opportunities.” Committee on Education, National Organization for Public Health Nursing. 1922. 6pp.
 “Nursing Education in America: Review and Outlook.” June 19, 1923. Laura R. Logan. 4pp.

- Personnel and Vocational Guidance Work [files 185–197]. 604 frames.
- 0388 185. General information—Outlines, notes, lectures, speeches. 1916–1927, n.d. 64pp.
 “Psychological Technique in the Analysis of a Vocation.” [Address before Vocational Education Association of Middle West.] February 11, 1922. Harry D. Kitson, psychology professor, Indiana University. 15pp.
 “Business Management As a Profession: Leadership—What Do Men Do to Win Recognition as Leaders?” Bureau of Personnel Administration conference. November 17, 1927. C. R. Mann. 5pp.
 “Occupational Information.” n.d. [Anon.] 8pp.
 “Some Factors in Vocational Choice.” n.d. Bloomfield. 2pp.
- 0452 186. Printed. 1924–1925. 15pp.
 “Vocational Guidance for the Maladjusted.” [Reprint.] *The Nation's Health*. June 1924. Emily T. Burr. 3pp.
 “Minimum Intellectual Levels of Accomplishment in Industry.” [Reprint.] *The Journal of Personnel Research*. October 1924. Emily T. Burr. 4pp.
 “A Vocational Survey of 985 College Women in California.” Vocational Opportunities and Registry of Trained Women. May 1925. Helen G. Fisk. 4pp.
- 0463 187. Bibliographies prepared by WEIU. 1912–1917. 28pp.
- 0491 188. Bibliographies, includes correspondence. 1920–1925. 25pp.
 “The Principles and Practices of Vocational Guidance.” 1921. John N. Brewer. 3pp.
 “Vocations for College Women: A Reading List.” American Library Association. [Reprint.] *News-Bulletin* [of the Bureau of Vocational Information.] 1925. Fanny Dunlap and Alice Sarah Johnson. 15pp.
- 0511 189. Bibliographies. n.d. 101pp.
 “An Inclusive Bibliography on Vocational Guidance, Vocational Training, and Vocational Opportunities.” Education Department, Bureau of Municipal Research. Iva L. Peters. 45pp.
 “Vocations for Women”; “Women in Business”; “Women’s Work and Wages.” Division of Bibliography, Library of Congress. n.d. 23pp.
 “Vocational Bibliography” [General, vocational guidance, vocations and training]. n.d. Margaret Smith. 6pp.
 “Occupational Information.” n.d. 21pp.
- 0612 190. Classification of occupations—Correspondence. 1922–1925. 46pp.
- 0658 191. Classification of occupations—Lists. n.d. 127pp.
- 0785 192. Interviews—[printed]. 1921, n.d. 16pp.
 “Interviewing for Selection” [Parts I and II]. *Industrial Management*. March 1–April 1, 1921. Earl B. Morgan. 13pp.
 “Digest of the Interview from a Psychological Point of View.” [Draft.] n.d. Goodwin B. Watson. 3pp.
- 0801 193. Job analysis—Miscellaneous. 1914–1923, n.d. 23pp.
 “Job Analysis.” Employment Management Division, War Industries Board. August 16, 1918. Ernest C. Gould. 3pp.
 “Significance of Labor Audits to Vocational Counsellors.” [Conference outline concerning job analysis.] November 19, 1919. 3pp.
 “Tests for Stenographers.” American Management Association. 1924. [Address (October 30, 1923) by] Bennet F. Schaffler, Eastman Kodak Company. 10pp.
- 0821 194. Ability tests and rating scales for office workers—[printed], includes interview. 1919–1921, n.d. 40pp.
 “Notes on Mental Tests for Clerical Workers.” n.d. [Anon.] 30pp.
- 0860 195. Training—correspondence [also lecture lists]. 1915–1924, n.d. 42pp.

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- 0893 196. Vocational conferences—Programs, reports. 1916–1928, n.d. 71pp.
“Conference on Vocational Activities in Colleges.” [Preparation for conference; program; summary of conference by Katharine S. Doty.] February 23–24, 1921. 17pp.
- 0947 197. Vocational work in other countries, [printed, reports, correspondence]. ca. 1912–1926, n.d. 59pp.
“Annual Report.” National Union of Women Workers of Great Britain and Ireland. January 25, 1918. Agnes Elliot-Nish. 4pp.
“The First Vocational Library in England.” *Women’s Employment*. October 1918. 2pp. [Annual report.] Enquiry and Employment Bureau for Educated Women. 1917. 4pp. [Membership list; annual report.] Central Bureau for the Employment of Women. 1922. 8pp.
“The Appointments Department, 1922.” Central Bureau for the Employment of Women. 3pp.
“*Congrès International d’Orientation Professionnelle Féminine*.” [Program; other information.] September 23–26, 1926. 8pp.
“Training in Method (Secretarial Work).” Central Bureau for the Employment of Women, and Students’ Career Association. n.d. 4pp.
“*Rose des Activités Féminines*.” n.d. Louise Mauvezin. 15pp.

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Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Personnel and Vocational Guidance Work cont. [files 198–213]. 978 frames.

- 0006 198. Personnel work in industry—Correspondence re: women in employment, education and welfare departments, lists. 1918–1924, n.d. 45pp.
“A Labor Audit.” Bureau of Commercial and Industrial Relations, Department of Group and Community Service, University of Wisconsin. October 25, 1920. 14pp.
- 0051 199. Personnel work in industry (Personnel and employment management, industrial relations)—Interviews, correspondence. 1918–1920, n.d. 20pp.
Interviews. April 14, 1918 and October 17, 1919. 4pp.
“War Work of Women.” July 19, 1918. [Anon.] 2pp.
“Women As Labor Managers.” n.d. [Anon.] 11pp.
- 0071 200. Personnel work in industry (education and employment departments)—Correspondence, report. 1917–1921, n.d. 33pp.
“What the Women’s League in the John Wanamaker Store, Philadelphia [Pennsylvania], Has Done during the Season 1916–1917.” May 17, 1917. [Anon.] 12pp.
“Department Store Education.” Bureau of Occupations for Trained Women. n.d. Harriet R. Fox. 4pp.
- 0097 201. Personnel work in industry—Lists of women by occupation, includes correspondence. 1917–1919, n.d. 89pp.
- 0186 202. Personnel work in industry—Correspondence re: questionnaires. 1918. 88pp.
- 0272 203. Personnel work in industry—Questionnaires for “Directors of Welfare Departments,” arranged chronologically, includes correspondence. 1918, n.d. 62pp.
“Welfare Work by a Big Flour Mill.” *American Miller*. March 1, 1913. U. P. Galt. 4pp.
“Worker’s Welfare.” *The Knoxville Sentinel*. n.d. [Anon.] 2pp.
“Report of Industrial Extension Work. Dayton, Ohio.” Dayton Malleable Iron Company. April 15, 1918. R. R. Waddell. 3pp.
- 0333 204. Personnel work in industry—Questionnaires for “Directors of Welfare Departments,” arranged alphabetically by name of firm. 1918, n.d. 75pp.
- 0406 205. Personnel work in industry—Questionnaires for “Welfare, Educational, and Employment Directors,” arranged chronologically. 1918, n.d. 14pp.

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| 0420 | 206. Personnel work in industry—Questionnaires for “Workers in Service, Educational, and Employment Departments,” includes correspondence, notes. 1918, n.d. 159pp. |
| 0542 | 207. Personnel work in industry—Questionnaires for “Workers in Service, Educational, and Employment Departments,” includes correspondence, notes cont. 1918, n.d. 183pp. |
| 0665 | 208. Personnel work in industry—Questionnaires for “Workers in Service, Educational, and Employment Departments,” includes correspondence, notes cont. 1918, n.d. 120pp. |
| 0757 | 209. Personnel work in industry—Reports based on questionnaires. n.d. 57pp. |
| 0786 | 210. College personnel and vocational guidance work—Reports, notes, speeches. 1919–1925, n.d. 103pp.
“Vocation and the College of the Liberal Arts.” National Committee, Bureau of Occupations. [Address before meeting of Bureau of Occupations and National Association of Deans of Women by] Richard Wellington Husband. February 23, 1922. 14pp.
[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.
[Notes from conference of National Vocational Guidance Association and National Committee of Bureau of Occupations.] February 1925. 34pp.
“The Vocational Guidance of College Students.” [Abstract, presentation at Harvard University.] 1925. Lewis Adams Maverick. 8pp.
“A Report of Progress in Personnel Research at the University of North Carolina.” n.d. Francis F. Bradshaw. 2pp.
“An Adequate Program of Educational and Vocational Guidance in a College.” n.d. Iva L. Peters. 3pp. |
| 0866 | 211. College personnel and vocational guidance work—Printed. 1921–1925. 32pp.
“Vocational Guidance in the Colleges.” <i>Bulletin</i> , Southern Woman’s Educational Alliance. May 1921. [Anon.] 8pp.
“Vocational Guidance for College Women.” [Reprint.] <i>Educational Review</i> . June 1921. Mildred Boardman Leigh. 12pp. |
| 0886 | 212. College personnel and vocational guidance work—Correspondence re: alumnae associations. 1921. 39pp. |
| 0925 | 213. College personnel and vocational guidance work—Lists. 1921–1925, n.d. 59pp. |

Reel 10

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

- Personnel and Vocational Guidance Work cont. [files 214–237]. 1,132 frames.
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| 0005 | 214. College personnel and vocational guidance work at Barnard College—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 13pp. |
| 0018 | 215. College personnel and vocational guidance work at Bennington, Berea, Bryn Mawr Colleges—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 55pp.
“Contribution of Bryn Mawr College to the Higher Education of Women.” <i>Science</i> . July 7, 1922. William W. Welch. 8pp. |
| 0061 | 216. College personnel and vocational guidance work at Universities of Buffalo, California, and Colorado—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 29pp. |
| 0088 | 217. College personnel and vocational guidance work at Columbia University, Connecticut College—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 59pp. |
| 0144 | 218. College personnel and vocational guidance work at Cornell University, Dartmouth and Goucher Colleges—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 39pp.
“ <i>Youth and Society</i> .” n.d. Iva L. Peters. 7pp [no page 5]. |

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| 0178 | 219. College personnel and vocational guidance work at University of Michigan, Middlebury and Mills Colleges, University of Minnesota, Mount Holyoke College—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 51pp.
“The Personnel Bureau at Mills College.” n.d. Esther Allen Gow. 19pp. |
| 0208 | 220. College personnel and vocational guidance work at New School for Social Research [and] Northwestern University—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 27pp.
“The New School for Social Research.” 1918. [Anon.] 18pp. |
| 0235 | 221. College personnel and vocational guidance work at Oberlin College, Ohio University, Pennsylvania State College, University of Pittsburgh—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 85pp. |
| 0306 | 222. College personnel and vocational guidance work at Radcliffe and Simmons Colleges—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 24pp. |
| 0326 | 223. College personnel and vocational guidance work at Smith College—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 91pp.
“The Higher Learning in America: Smith College.” <i>Smart Set</i> . 1922. Louis Patterson Guyol. 10pp.
“Report of the Alumnae Advisory Committee to the Appointment Bureau.” February 1924. [Anon.] 23pp.
“Report of the Smith College Alumnae Committee on Cooperation with the Training School for Social Work.” October 19, 1922. [Anon.] 34pp. |
| 0411 | 224. College personnel and vocational guidance work at Stanford, Syracuse, and Vanderbilt Universities—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 32pp. |
| 0443 | 225. College personnel and vocational guidance work at Vassar and Wellesley Colleges—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 118pp.
“Vassar Alumnae in Foreign Service.” <i>Vassar College Bulletin</i> . May 1919. Elizabeth Hazelton Haight. 22pp.
“The Relation of Vassar Courses to Vocational Opportunities.” Committee of Faculty on Vocational Guidance. 1920–1921. 18pp.
“Occupations Towards Which Wellesley Courses May Lead.” <i>Wellesley College Bulletin</i> . April 1918. 27pp. |
| 0530 | 226. College personnel and vocational guidance work at Wells and Wheaton Colleges, University of Wisconsin, Yale University—Reports, correspondence, charts, notes, programs. 1908–1930, n.d. 39pp. |
| 0559 | 227. Vocational guidance in public schools—Correspondence. 1922–1925, n.d. 53pp. |
| 0609 | 228. Vocational guidance in public schools—Classroom teaching material. 1920–1921, 1929, n.d. 103pp.
“Material for the Class in Occupations.” Bureau of Vocational Guidance, Division of Education, Harvard University. 1920. John M. Brewer. 27pp.
[Outline of talks to school students.] n.d. [Anon.] 26pp.
“Suggestions for the Correlation of English with the Study of Occupations and Occupational Problems.” n.d. R. B. Cunliffe. 20pp.
“Why You Go to School”; “Your Opportunity”; “Finding Your Place.” n.d. R. B. Cunliffe. 12pp. |
| 0709 | 229. Employment bureaus’ bureaus of occupation (General information)—Programs, lists, correspondence. 1920–1924. 36pp. |
| 0745 | 230. Employment bureaus’ bureaus of occupation—Minutes, [and program]— National Committee of Bureaus of Occupations. 1924–1927. 65pp. |
| 0787 | 231. Employment bureaus’ bureaus of occupation—Programs, reports, correspondence, lists— Women’s Educational and Industrial Union; Boston, [Massachusetts]. 1911–1927. 106pp.
“Women’s Educational and Industrial Union.” 1916. [Anon.] 35pp.
“Forty-Second Annual Report of the Women’s Educational and Industrial Union for the Year 1919–1920.” 1921. [Anon.] 27pp. |

<i>Frame #</i>	<i>File #</i>
0853	232. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Collegiate Bureau of Occupations; Chicago, [Illinois]. 1914–1925. 77pp.
0901	233. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Bureau of Occupations for Trained Women; Cleveland, [Ohio]. 1919–1920, n.d. 45pp.
0928	234. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Collegiate Bureau of Occupations; Denver, [Colorado] and Detroit, [Michigan]. 1919–1925, n.d. 50pp.
0960	235. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Bureau of Vocational Service, Women's University Club, Women's Vocational Alliance; Los Angeles, [California]. 1915–1926, n.d. 90pp.
1024	236. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Woman's Occupational Bureau; Minneapolis, [Minnesota]. 1917–1926, n.d. 80pp. "War-Time Replacement in the City of Minneapolis." Vocational Information Service, Woman's Occupational Bureau. April 1919. 21pp.
1092	237. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Bureau for Part Time Work; New York City. 1922–1925. 47pp.

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Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Personnel and Vocational Guidance Work cont. [files 238–248]. 596 frames.

0006	238. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Central Employment Bureau; New York City. 1925–1926. 72pp. <i>Topical Notes</i> . March–May 1925. 40pp. <i>Monthly Reports</i> . April–May 1926. 21pp.
0078	239. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Cooperative Bureau for Women Teachers; New York City. 1924–1926. 43pp. "Report of the Activities of the Cooperative Bureau for Women Teachers." 1925. [Anon.] 12pp. <i>The Newsletter</i> . April 1925. 8pp.
0116	240. Employment bureaus' bureaus of occupation— <i>The Gist</i> [monthly publication]—Industrial Information Service; New York City. February, April, May 1922; January–April 1923. 28pp.
0144	241. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Vocational Adjustment Bureau; New York City. 1923–1924, n.d. 105pp. "Study of the Underwear Industry with Special Reference to Opportunities for Subnormal Girls." Vocational Adjustment Bureau. October 6, 1923. Jean Douglas MacAlpine. 98pp.
0248	242. Employment bureaus' bureaus of occupation—Lectures—YWCA. 1924. 37pp. "Institute on Vocational Guidance, with Special Emphasis on Vocational Aspects of Employment." [Transcript of lectures.] YWCA. December 1–6, 1924. 37pp.
0285	243. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Vocation Bureau; Pasadena, California. 1921–1927, n.d. 82pp. "Pasadena Vocation Bureau." 1927. Helen G. Fisk, et al. 19pp.
0341	244. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Bureau of Occupations for Trained Women; Philadelphia, [Pennsylvania]. 1911–1926, n.d. 92pp.
0401	245. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists— Collegiate Vocational Bureau, Women's Employment Service; Pittsburgh, [Pennsylvania]. 1917–1919, n.d. 29pp.

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- 0419 246. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists—Southern Woman's Educational Alliance, [Woman's Occupational Bureau, Bureau of Vocations for Women, Virginia Association of Women's Colleges and Schools]; Richmond, Virginia. 1914–1926, n.d. 145pp.
 "A Welcome to the Southerner Visiting New York." Southern Woman's Educational Alliance. May 1925. 36pp.
 "Helping Girls to Find Themselves: The Work of the Southern Woman's Educational Alliance." 1930. Ida Clyde Clark. 9pp.
 "A Day's Work." [Rural counselling in North Carolina.] Southern Woman's Educational Alliance. n.d. Cordelia Cox. 8pp.
 "The Bureau of Occupations for Women." n.d. O. L. Hatcher. 8pp.
- 0510 247. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists—Miscellaneous employment agencies. 1917–1926, n.d. 101pp.
 [Catalog.] New York Exchange for Woman's Work. 1921. 21pp.
 Interview. June 6, 1922. 1p.
- 0589 248. Employment bureaus' bureaus of occupation—Programs, reports, correspondence, lists—Miscellaneous teachers' agencies. 1917–1926, n.d. 17pp.
- 0602 Pharmacy [file 249]. 47 frames.
 249. Correspondence, reports, 1913–1924. 68pp.
 "Proceedings of the Women's Section of the American Pharmaceutical Association." [August 18–25, 1913.] [Reprint.] *Journal of the American Pharmaceutical Association*. October 1913. Adelaide M. Godding, et al. 28pp.
 "Women's Section, American Pharmaceutical Association." *Journal of the American Pharmaceutical Association*. January 1920. J. H. Beal, et al. 12pp.
- 0649 Public Health [file 250]. 33 frames.
 250. Public Health: Correspondence, notes, 1912–1926, n.d. 41pp.
 "What the Public Health Nurse Does in Conserving Child Life." *Public Information*. 1918. [Anon.] 1p.
 "Biology and Women in the Service of Mankind." *The Massachusetts Health Journal*. December 1924. C. M. Hilliard. 2pp.
 "Public Health Nursing." Bureau of Occupations for Trained Women. n.d. Eliza McKnight. 3pp.
- 0682 Religious Work [files 251–255]. 260 frames.
 251. Ministry—Correspondence, interviews, [printed]. 1919–1925, n.d. 53pp.
 "Women and the Ministry." [Reprint.] *The Methodist Review*. November–December 1919. M. Madeline Southard. 10pp.
 Interviews. May 3–9, 1923. 2pp.
 "Words of Frances E. Willard on Women's Preaching." n.d. M. Madeline Southard, editor. 13pp.
- 0725 252. Missions—Notes, questionnaire, [printed]. 1913–1925, n.d. 75pp.
 "Definite Opportunities for Christian Service." Student Volunteer Movement. n.d. [Anon.] 30pp.
The Student Volunteer Movement Bulletin. [Table of contents on cover.] [Extracts.] March 1920. 8pp.
 "Sadly Handicapped" [migrant workers]. ca. 1923–1924. M. Katharine Bennett, et al. 12pp.
 "A Day at School with Wu Oi Ying." n.d. [Anon.] 15pp.

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| 0774 | 253. YWCA—Printed. 1917–1922, n.d. 182pp.
<i>Bulletin of the Reorganized Training System for Employed Officers in Young Women's Christian Associations.</i> 1917. 20pp.
"The Outlook for Town and Country." National Board, YWCA. November 1918. [Anon.] 17pp.
"American YWCA in France." n.d. [Anon.] 19pp.
"Young Women's Christian Association Overseas." War Work Council, National Board, YWCA. 1919. [Anon.] 39pp.
"Housing for Employed Women." [Paper presented before Conference on Group Living.] May 27, 1920. Lona M. Farrar. 3pp.
"The Young Women's Christian Association As a Profession." Personnel Division, National Board, YWCA. 1922. [Anon.] 23pp.
"Why Foreign Born Women Should Learn English." International Translation Service Bureau, National Board, YWCA. n.d. [Anon.] 5pp.
"What Thousands of Girls Are Doing." YWCA. 1917. [Anon.] 20pp. |
| 0881 | 254. Training—Correspondence. 1922–1930, n.d. 46pp. |
| 0925 | 255. Training—Printed. 1920–1924. 24pp. |
| | Scientific Work [files 256–260]. 265 frames. |
| 0942 | 256. General information—Correspondence, interviews, questionnaire name portions, lists. 1916–1923, n.d. 41pp.
Interviews. n.d. 5pp. |
| 0981 | 257. Printed, 1921–1925, n.d. 63pp.
"The Scientific Career for Women." <i>The Scientific Monthly</i> . August 1921. Dr. Simon Flexner. 9pp.
"Women's Contributions in the Field of Invention." <i>Bulletin of the Woman's Bureau</i> . 1923. Mary Anderson. 155pp.
"Opportunities for Women in Scientific Work." n.d. [Anon.] 4pp. |
| 1033 | 258. Questionnaires, 1917–1918. 48pp. |
| 1081 | 259. Astronomy—Questionnaires, résumé, [printed, lists]. 1916–1922, n.d. 45pp. |
| 1126 | 260. Bacteriology—Questionnaires, résumé. 1916–1922, n.d. 82pp. |

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Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

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| | Scientific Work cont. [files 261–283]. 1,069 frames. |
| 0006 | 261. Biology, including Botany and Zoology—Correspondence, notes, 1917–1924. n.d. 53pp.
Interviews. September 26, 1921; March 15, 1922. 4pp.
"Opportunities for Botanists." Bureau of Vocational Information. June 28, 1922. [Anon.] 11pp. |
| 0058 | 262. Biology, including Botany and Zoology—Letter, list, 1923. 4pp. |
| 0062 | 263. Biology, including Botany and Zoology—Questionnaires. 1917–1918. 50pp. |
| 0111 | 264. Biology, including Botany and Zoology—Notes, lists. 1922–1923, n.d. 10pp. |
| 0121 | 265. Chemistry—General information. 1914–1921. 20pp. |
| 0141 | 266. Chemistry—General information, correspondence. January 1922. 28pp. |
| 0268 | 267. Chemistry—General information, correspondence. February–June 1922. 67pp. |
| 0334 | 268. Chemistry—General information, lists, notes. 1917–1920. 76pp. |
| 0382 | 269. Chemistry—General information, lists, lecture notes. 1921–1924, n.d. 135pp.
[Meeting of American Chemical Society.] September 7–9, 1921. [Anon.] 18pp.
"Directory of Officers and Members of Iota Sigma Pi." April 1922. 65pp. |
| 0481 | 270. Chemistry (Government Work)—Correspondence, notes. 1911, 1917–1921. 61pp. |

<i>Frame #</i>	<i>File #</i>
0542	271. Chemistry (Government Work)—Correspondence, notes. 1922, n.d. 55pp.
0594	272. Chemistry (Government Work)—Questionnaires. 1917–1920, n.d. 78pp.
0657	273. Chemistry (Independent laboratories)—[Questionnaires, correspondence, interview]. 1917, 1922. 62pp. Interview. August 30, 1921. 3pp.
0717	274. Chemistry (Industry in general)—Correspondence, includes questionnaires, lists. 1917–1922. 58pp. “Employers of Chemists.” National Research Council. November 29, 1921. 15pp.
0774	275. Chemistry (Industry in general)—Notes, [and printed]. 1917–1921. 52pp. “Women and Industrial Chemistry.” Intercollegiate Bureau of Occupations. January 1918. Emma P. Hirth. 7pp. <i>Women's Employment</i> . November 21, 1919. 18pp.
0804	276. Chemistry (Industry in general)—Questionnaires. 1917–1920, n.d. 79pp.
0867	277. Chemistry (Industry in general)—Interviews. 1921–1922, n.d. 38pp.
0898	278. Chemistry (Industrial fields—Abrasives)—Correspondence, questionnaires. 1920–1921, n.d. 9pp.
0905	279. Chemistry (Industrial fields—Adhesives)—Correspondence, notes, interview, questionnaires. 1919–1921, n.d. 8pp. Interview. Spring 1920. 1p.
0913	280. Chemistry (Industrial fields—Cellulose products)—Correspondence, notes, questionnaires. 1919–1921, n.d. 36pp.
0943	281. Chemistry (Industrial fields—Ceramics)—Correspondence, notes, questionnaires. 1920–1921, n.d. 26pp. “Manufacturing of Chemical and Scientific Porcelain.” n.d. [Anon.] 6pp.
0968	282. Chemistry (Industrial fields—Chemical Products)—Correspondence, notes, questionnaires. 1917–1919. 43pp.
1011	283. Chemistry (Industrial fields—Chemical Products)—Correspondence, notes, interviews, questionnaires. 1919–1922, n.d. 68pp. Interview. January 9, 1922 and n.d. 5pp.

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Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Scientific Work cont. [files 284–303]. 906 frames.

0006	284. Chemistry (Industrial fields—Chemical Products)—Correspondence, questionnaires. 1920–1921, n.d. 70pp.
0059	285. Chemistry (Industrial fields—Coal and its products)—Correspondence, questionnaires, lists. 1917–1920. 46pp.
0105	286. Chemistry (Industrial fields—Coal and its products) cont.—Correspondence, interview, questionnaires. 1918–1921. 36pp. Interview. March 1921. 2pp.
0140	287. Chemistry (Industrial fields—Corn products)—Correspondence. 1921. 5pp.
0145	288. Chemistry (Industrial fields—Foodstuffs)—Correspondence, notes, interview, questionnaires, printed. 1917–1921, n.d. 63pp. 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. Interview. December 13, 1921. 2pp.
0284	291. Chemistry (Industrial fields—Metal Products)—Correspondence, notes, interview, questionnaires. 1912, 1917–1921. 52pp. Interview. October 3, 1919. 3pp.

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| 0336 | 292. Chemistry (Industrial fields—Metal Products) cont.—questionnaires. 1920, n.d. 56pp. |
| 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. |
| 0506 | 295. Chemistry (Industrial fields—Paints and varnishes)—Correspondence, notes, questionnaires. 1917–1921, n.d. 14pp. |
| 0518 | 296. Chemistry (Industrial fields—Petroleum)—Correspondence, questionnaires. 1917–1921. 9pp. |
| 0527 | 297. Chemistry (Industrial fields—Photographic materials)—Correspondence, questionnaires. 1920–1921, n.d. 13pp. |
| 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. |
| 0590 | 300. Chemistry (Industrial fields—Textiles)—Correspondence, interview, questionnaires. 1917–1921, n.d. 50pp.
Interview. n.d. 2pp. |
| 0635 | 301. Chemistry (Medical and related fields)—Correspondence, [questionnaires, printed]. 1917–1922. 52pp. |
| 0686 | 302. Chemistry (Medical and related fields) cont.—Notes, interviews, lists, [printed, programs]. 1920–1921, n.d. 145pp.
Interviews. July 14, 1921, n.d. 48pp.
“The Woman Laboratory Worker.” Bureau of Occupations for Trained Women. n.d. Elsie Robbins. 4pp. |
| 0782 | 303. Chemistry (Medical and related fields) cont.—Questionnaires, [correspondence, interviews]. 1920–1921, n.d. 168pp.
Interviews. June 7, 1917; April 21, 1919; January 30, 1920; n.d. 19pp. |

Reel 14

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Scientific Work cont. [files 304–318]. 780 frames.

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| 0006 | 304. Chemistry (Educational institutions)—Correspondence, [lists, interview, printed]. 1917–1922, n.d. 41pp.
Interview. December 12, 1921. 3pp.
[Charts concerning teachers' salaries.] 1914–1921. 7pp.
[Statistics concerning women professors.] n.d. 11pp. |
| 0047 | 305. Chemistry (Educational institutions) cont.—Correspondence, questionnaires, [interview]. 1918–1920, n.d. 154pp.
Interview. n.d. 2pp. |
| 0165 | 306. Chemistry (Educational institutions)—Correspondence, questionnaires. 1916–1922, n.d. 132pp. |
| 0273 | 307. Chemistry (Allied fields)—Correspondence, questionnaires, [interview]. 1917–1921, n.d. 42pp.
Interview. n.d. 3pp. |
| 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. |

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| 0393 | 310. Chemistry (Training) cont.—Correspondence, questionnaires, [report]. June 6–17, 1921. 44pp. |
| 0437 | 311. Chemistry (Training) cont.—Correspondence, questionnaires, [lists]. June 17–September 25, 1921. 55pp. |
| 0490 | 312. Chemistry (Training) cont.—Correspondence (including American Association of University Women Committee), [notes, lists]. 1921–1922. 23pp. |
| 0509 | 313. Chemistry (Fellowships)—Correspondence, questionnaires, [printed]. 1919–1921. 125pp. |
| 0623 | 314. Chemistry (Fellowships) cont.—Correspondence, questionnaires, [lists, notes]. 1922–1923, n.d. 69pp. |
| 0688 | 315. Geography—Notes, [printed]. ca. 1918, 1922, n.d. 3pp. |
| 0691 | 316. Geology—Correspondence. 1917–1922, 1926, n.d. 9pp. |
| 0700 | 317. Mathematics, Physics—Correspondence, speech, [notes]. 1917–1923, n.d. 41pp.
“Opportunities in Industry for Women College Graduates Especially Those Who Have Majored in Mathematics and Physics.” [Talk before Vocational Conference, Vassar College, February 12, 1921, by] W. A. Hathaway. 16pp. |
| 0740 | 318. Psychology—Correspondence, [speech, interviews, printed, notes, bibliography]. 1911–1926, n.d. 51pp.
Interviews. April 30 and May 7, 1919. 3pp. |
| | Social Sciences [file 319]. 9 frames. |
| 0786 | 319. Correspondence, [printed, interview, notes]. 1920–1923, n.d. 9pp.
Interview. December 3, 1923. 1p. |
| | Social Work [files 320–333]. 254 frames. |
| 0795 | 320. General correspondence, interviews, notes, lists, [printed, lectures]. 1911–1920. 58pp.
Interviews. December 5, 1911; February 7 and March 12–29, 1912. 14pp.
“Social Work As a Profession for College Men and Women.” October 15, 1915. Kate Holladay Claghorn. 8pp.
“Psychiatric Social Work, Medical Social Work, Community Service, Child Welfare.”
Bulletin of Smith College Training School for Social Work. n.d. [Anon.] 14pp.
“Cooperative Social Research.” <i>The Association Monthly</i> . n.d. Lucile Eaves. 2pp. |
| 0841 | 321. General correspondence, interviews, notes, lists. 1922–1927, n.d. 48pp. |
| 0886 | 322. Americanization—Correspondence, notes, [printed]. 1918–1919, n.d. 8pp. |
| 0894 | 323. Child welfare—Correspondence, notes, [printed]. 1924, n.d. 10pp.
“Child Care in Public Charities.” Ruth Taylor; “The Visiting Teacher in a City School.” Ruth S. True; “Working with the Delinquent Girl.” Anna Weiner Son. <i>Symposium</i> . n.d. 8pp. |
| 0900 | 324. Civic improvement—Correspondence, notes, [printed]. 1918–1922, n.d. 8pp. |
| 0906 | 325. Community organization—Correspondence, notes, [programs]. 1919, n.d. 8pp. |
| 0913 | 326. Family relief—[printed]. 1910, 1923. 2pp. |
| 0915 | 327. Hospital social service—Correspondence, notes, [printed]. 1918–1923, n.d. 10pp.
“What Is Hospital Social Work?” <i>American Journal of Nursing</i> . June 1923. Jessie L. Beard. 4pp.
“Medical Social Service.” Bureau of Occupations for Trained Women. n.d. Ella Francis Harris. 4pp. |
| 0924 | 328. Immigration—Printed. n.d. 8pp.
“Immigration: One Avenue for Constructive Work for College Women.” <i>The Smith Alumnae Quarterly</i> . n.d. Elizabeth F. Read. 4pp. |
| 0931 | 329. Improvement of industrial conditions—Correspondence, notes, [printed]. 1917, 1920, n.d. 16pp. |

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| 0946 | 330. Police, prison reform, probation—Correspondence, notes, [printed]. 1917–1924. 24pp.
“The Big Sisters.” 1920. [Anon.] 8pp.
“Probation Work.” Bureau of Occupations for Trained Women. n.d. Henrietta Additon.
4pp. |
| 0966 | 331. Recreation and club work—Correspondence, notes, [printed]. 1918–1924, n.d. 56pp. |
| 1005 | 332. Rural social service—Correspondence. 1914. 2pp. |
| 1007 | 333. Training for social work—Lists, correspondence, [printed]. 1917–1926, n.d. 42pp.
“Remarks on Advanced Training for Social Workers.” E. E. Southard; and “Requirements
of Medical Social Work.” Ida M. Cannon. <i>The Radcliffe Quarterly</i> . 1917. 6pp. |

Reel 15

Series II: Bureau of Vocational Information cont.

Files on Occupations cont.

Statistical Work [files 334–351]. 364 frames.

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| 0006 | 334. Correspondence, interviews, lists (most re: BVI study, “Opportunities for Women in
Statistical Work”). 1918–1920. 53pp.
“Collegiate Mathematics for War Service: Statistics in Relation to the War.” [Reprint.] <i>The
American Mathematical Monthly</i> . January 1919. Roxana H. Vivian. 4pp.
Interviews. September 4–5, 1919. 4pp. |
| 0049 | 335. Correspondence, lists (most re: BVI study, “Opportunities for Women in Statistical
Work”). 1921–1926. 83pp. |
| 0128 | 336. Correspondence, interviews, lists (most re: BVI study, “Opportunities for Women in
Statistical Work”). n.d. 64pp.
“Statistical Work for Women.” Bureau of Occupations for Trained Women. n.d. Neva R.
Deardorff. 4pp.
Interview. n.d. 3pp. |
| 0187 | 337. Accounting—Correspondence. 1921. 9pp. |
| 0196 | 338. Advertising—Correspondence, questionnaires. 1919–1920, n.d. 9pp. |
| 0203 | 339. Banking—Correspondence, questionnaires, interviews, notes. 1917–1921, n.d. 65pp.
Interviews. December 7, 1917; September 16, October 1, 1919; March 3, 1921. 21pp. |
| 0252 | 340. Education—Correspondence, questionnaires, notes. 1919–1921. 58pp. |
| 0247 | 341. Government work—Correspondence, interviews, notes. 1918–1921, n.d. 108pp.
Interviews. September 1919; April 11–15, 1921. 22pp. |
| 0342 | 342. Government work cont.—Correspondence, questionnaires. 1919–1920, n.d. 143pp. |
| 0503 | 343. Insurance—Correspondence, questionnaires, interviews. 1919–1921, n.d. 45pp.
Interview. January 27, 1921. 6pp. |
| 0538 | 344. Manufacturing—Correspondence, interview. 1917–1921, n.d. 28pp.
“The Federal Government and Vocational Education.” Federal Board for Vocational
Information. 1921. [Anon.] 5pp.
Interview. October 2, 19[?]. 1p. |
| 0566 | 345. Manufacturing cont.—Correspondence, questionnaires. 1919–1920, n.d. 62pp. |
| 0613 | 346. Periodicals/journalism—Correspondence, questionnaires, notes, [lists]. 1917, 1921. 21pp. |
| 0633 | 347. Service organizations—Correspondence, questionnaires, [printed]. 1919–1922, n.d. 52pp. |
| 0679 | 348. Social work—Correspondence, questionnaires, interview, notes. 1919–1921, n.d. 48pp.
Interview. January 28, 1921. 1p. |
| 0719 | 349. Trade—Correspondence, questionnaires, notes, [reports, lists]. 1921, n.d. 66pp.
[Report about duties of statistical department.] 1921. S. W. Russell. 33pp.
“Vocational Requirements and Opportunities in the Packing Industry.” 1921. [Anon.] 7pp.
“Why a Commercial Research Department?” Swift and Company. 1921. L. D. H. Weld.
6pp. |
| 0784 | 350. Trade associations—Correspondence, questionnaires, notes, [reports]. 1919–1922, n.d.
44pp. |

- | Frame # | File # |
|---------|---|
| 0824 | 351. Samples of statistical work done by women—[printed, charts, notes, reports]. 1914–1921. 22pp.
“Working Hours of Women and Girls in Chicago [Illinois].” [Reprint.] <i>The Journal of Political Economy</i> . October 1915. Irene J. Graham. 10pp. |
| | Writing [files 352–353]. 174 frames. |
| 0839 | 352. Journalism—Questionnaires, correspondence, lists, speeches [including lecture by Dorothy Dix], [printed]. 1912–1918. 66pp. |
| 0904 | 353. Journalism—[printed, lists, bibliographies, reports]. 1916–1927, n.d. 139pp.
“Jottings on Journalism” [draft; includes April 1921 interview]. January 1919; April 1921 (Addenda). Eva vom Bauer Hanal. 22pp.
“Opportunities for Women in Journalism.” Woman’s Occupational Bureau. January 1921. Lucile R. Collins and Grace E. Polk. 8pp.
“Women in Journalism.” <i>The Journalism Bulletin</i> . November 1925. Ferdina Reinholt. 5pp. [Article concerning women in journalism.] n.d. Eva V. B. Haush. 16pp.
“Newspaper Work.” Bureau of Occupations for Trained Women. n.d. Rose Weston. 4pp.
“Women and the <i>Plain Dealer</i> ” [biographies of women employed by <i>Plain Dealer</i>]. n.d. [Anon.] 42pp.
“Your Daughter’s Career” [newspaper work]. n.d. Rose Young. 8pp. |

Reel 16

Series II: Bureau of Vocational Information cont.

- Files on Occupations cont.**
Writing cont. [files 354–359]. 249 frames.
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| 0006 | 354. Journalism—Questionnaires, [notes]. 1917. 108pp. |
| 0114 | 355. Literary brokerage—Correspondence, list. 1917, 1924. 14pp. |
| 0126 | 356. Motion picture work—Interview, notes, [printed, lists]. 1918–1925, n.d. 36pp.
Interview. September 22, 1921. 6pp. |
| 0152 | 357. Publishing and magazine work—Correspondence, questionnaires, interview, [lectures, printed]. 1913–1917, n.d. 38pp.
Interview. July 31, 1917. 1p. |
| 0184 | 358. Publishing and magazine work—Correspondence, lists, interviews, [printed, bibliography]. 1919–1926, n.d. 63pp.
“I Come Across.” [Autobiography.] <i>The American Magazine</i> . March 1919. Fannie Hurst. 6pp.
Interviews. n.d. 2pp.
“Magazine Work.” Bureau of Occupations for Trained Women. n.d. Dorothy C. Mills. 4pp.
“The Manufacturing Clerk in a Publishing House.” Bureau of Occupations for Trained Women. n.d. Laura Wilson. 5pp. |
| 0230 | 359. Training—Correspondence, notes, [interview, lists]. 1922–1926, n.d. 35pp.
“Directory of Teachers of Journalism in the United States and Canada.” 1921. Nelson Antrim Crawford. 22pp.
Interview. May 9, 1923. 1p.
[Frames 0255–0270 are missing.] |
| | “Unclassified” [files 360–364]. 223 frames. |
| 0271 | 360. International education and relations—Correspondence, [printed]. ca. 1922–1929, n.d. 21pp. |

- Frame # File #
- 0286 361. Summer work—Correspondence, lists, reports, interviews, [printed]. 1918–1924, n.d. 91pp.
Interviews. June 3–13, 1919. 5pp.
“Summer Work.” *The Bulletin* (of the National Committee of Bureaus of Occupations). March 1920. 10pp.
“A College Girl’s Summer Diary: Number Two.” Council of Women for Home Missions. 1921. [Anon.] 20pp.
“Statement of Opportunities for Summer Work.” Bureaus of Occupations. n.d. 11pp.
- 0355 362. Work for American women in other countries—YWCA studies including questionnaires, correspondence, [printed, lists]. 1921–1926, n.d. 17pp.
“The Foreign Missionary Nurse.” Presbyterian Board of Foreign Missions. n.d. [Anon.] 8pp.
- 0465 363. Fingerprint work—Correspondence, [printed, notes]. 1917–1924, n.d. 5pp.
- 0470 364. Miscellaneous (including optometry, podiatry, modeling)—[correspondence, report, list, printed]. 1914–1926, n.d. 25pp.
“In the Jungles of Africa.” *The Business Woman*. July 1923. Ida White Parker. 3pp.
[Incomplete.]
- Women (general) [files 365–369]. 211 frames.**
- 0494 365. Women (general): Economic position—Correspondence, [printed]. 1919–1927, n.d. 24pp.
“Women and Civilization.” *The Atlantic Monthly*. September 1923. Ramsay Traquair.
[Included are comments about article.] 10pp.
“Proposed Plan for an Institute of Economic Relations.” American Association of University Women. 1927. 6pp.
- 0514 366. Careers—Study, interviews, [notes, lists, printed]. 1913–1932, n.d. 105pp.
“Opportunities in Non-Teaching Occupations.” Intercollegiate Bureau of Occupations. November 1, 1913. [Anon.] 5pp.
“Classified List of Vocations for Trained Women.” Intercollegiate Bureau of Occupations. March 1917. Emma P. Hirth. 39pp.
“Where Are the Women Geniuses?” [Pages 619 and 620 are in reverse order.] Sylvia Kopald; and “Man the Creator.” Alexander Goldenweiser. *The Nation*. December 10, 1924. 6pp.
Interviews. n.d. 14pp.
- 0597 367. Marriage and Careers—Correspondence, [printed, résumé]. 1921–1927, n.d. 36pp.
“College Wives Who Work” [also includes other articles concerning college women]. *The Journal of the American Association of University Women*. June 1927. 10pp.
“Home-Making and Careers.” n.d. Louis I. Dublin. 9pp.
- 0628 368. Women’s salaries—Correspondence, [report, printed]. 1919–1922, n.d. 19pp.
- 0646 369. Fellowships and scholarships—Printed, [notes]. 1921–1926. 92pp.
“Graduate Fellowships Open to Women.” American Association of University Women. 1921. [Compiled by] Appointment Bureau and the Library, Women’s Educational and Industrial Union. 18pp.
“Fellowships and Scholarships Offered to American Students for Study in Foreign Countries and to Foreign Students for Study in the United States.” Institute of International Education. May 1, 1923. Stephen B. Dugan, director. 60pp.

Series III: BVI Study of Secretarial Work

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.

0705 370. Alabama. 115pp.
0792 371. Arizona. 26pp.
0812 372. Arkansas. 8pp.
0818 373. California. 125pp.
0912 374. California cont. 139pp.

Reel 17

Series III: BVI Study of Secretarial Work cont.

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

0006 375. California cont. 155pp.
0124 376. California cont. 108pp.
0204 377. California cont. 132pp.
0305 378. California cont. 119pp.
0396 379. Colorado. 112pp.
0480 380. Connecticut. 106pp.
0561 381. Connecticut cont. 110pp.
0643 382. Delaware. 21pp.

Reel 18

Series III: BVI Study of Secretarial Work cont.

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

0006 383. District of Columbia. 94pp.
0077 384. District of Columbia cont. 104pp.
0156 385. District of Columbia cont. 108pp.
0239 386. Florida. 20pp.
0254 387. Georgia. 118pp.
0343 388. Georgia cont. 133pp.
0445 389. Idaho. 52pp.
0484 390. Illinois. 125pp.
0579 391. Illinois cont. 134pp.
0680 392. Illinois cont. 102pp.

Reel 19

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 393-402]. 736 frames.

0006 393. Illinois cont. 117pp.
0095 394. Illinois cont. 125pp.
0189 395. Illinois cont. 93pp.
0259 396. Indiana. 196pp.

<i>Frame #</i>	<i>File #</i>
0407	397. Iowa. 103pp.
0483	398. Kansas. 32pp.
0507	399. Kentucky. 46pp.
0542	400. Louisiana. 120pp.
0636	401. Maine. 28pp.
0657	402. Maryland. 109pp.

Reel 20

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 403–408]. 708 frames.

0006	403. Massachusetts. 144pp.
0114	404. Massachusetts cont. 159pp.
0234	405. Massachusetts cont. 142pp.
0341	406. Massachusetts cont. 159pp.
0461	407. Massachusetts cont. 155pp.
0580	408. Massachusetts cont. 177pp.

Reel 21

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 409–415]. 760 frames.

0006	409. Massachusetts cont. 179pp.
0141	410. Massachusetts cont. 144pp.
0249	411. Massachusetts cont. 123pp.
0343	412. Michigan. 94pp.
0414	413. Minnesota. 150pp.
0527	414. Minnesota cont. 155pp.
0644	415. Minnesota cont. 155pp.

Reel 22

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 416–427]. 793 frames.

0006	416. Minnesota cont. 157pp.
0126	417. Minnesota cont. 133pp.
0228	418. Missouri. 38pp.
0257	419. Montana. 20pp.
0273	420. Nebraska. 35pp.
0300	421. Nevada. 51pp.
0339	422. New Hampshire. 34pp.
0364	423. New Jersey. 151pp.
0479	424. New Mexico. 12pp.
0488	425. New York. 135pp.
0590	426. New York cont. 126pp.
0686	427. New York cont. 147pp.

Reel 23

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 428-434]. 884 frames.

0006	428. New York cont. 183pp.
0145	429. New York cont. 151pp.
0260	430. New York cont. 86pp.
0312	431. New York cont. 224pp.
0498	432. New York cont. 152pp.
0611	433. New York cont. 151pp.
0725	434. New York cont. 243pp.

Reel 24

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 435-442]. 791 frames.

0006	435. New York cont. 167pp.
0131	436. New York cont. 159pp.
0248	437. New York cont. 173pp.
0380	438. New York cont. 149pp.
0493	439. New York cont. 105pp.
0573	440. New York cont. 121pp.
0664	441. New York cont. 113pp.
0747	442. New York cont. 55pp.

Reel 25

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 443-451]. 793 frames.

0006	443. North Carolina. 65pp.
0056	444. Ohio. 121pp.
0147	445. Ohio cont. 142pp.
0254	446. Ohio cont. 120pp.
0344	447. Ohio cont. 135pp.
0447	448. Oklahoma. 28pp.
0468	449. Oregon. 132pp.
0568	450. Pennsylvania. 153pp.
0684	451. Pennsylvania cont. 152pp.

Reel 26

Series III: BVI Study of Secretarial Work cont.

Employee Questionnaires cont. [files 452-469]. 777 frames.

0006	452. Pennsylvania cont. 141pp.
0113	453. Pennsylvania cont. 154pp.
0222	454. Rhode Island. 47pp.
0257	455. South Carolina. 12pp.
0266	456. South Dakota. 34pp.
0292	457. Tennessee. 20pp.
0307	458. Texas. 24pp.

Frame #	File #
0325	459. Utah. 40pp.
0355	460. Vermont. 75pp.
0411	461. Virginia. 29pp.
0433	462. Washington. 102pp.
0509	463. Washington cont. 65pp.
0557	464. West Virginia. 4pp.
0560	465. Wisconsin. 60pp.
0605	466. Outside U.S.A. 51pp.
0643	467. Male Secretaries. 30pp.
0666	468. Public Stenographers. 127pp.
0760	469. School Secretaries. 28pp.

Reel 27

Series III: BVI Study of Secretarial Work cont.

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

0006	470. Re: questionnaires. January–June 1925. 84pp.
0088	471. Re: questionnaires cont. July 4–17, 1925. 101pp.
0178	472. Re: questionnaires cont. July 18–August 4, 1925. 86pp.
0254	473. Re: questionnaires cont. August 5–November 21, 1925. 105pp.

Employers' Questionnaires and Interviews [files 474–477]. 208 frames.

0350	474. Employers' questionnaires, interviews. 1925. 72pp.
0394	475. Employers' questionnaires, interviews cont. 1925. 109pp.
0458	476. Employers' questionnaires, interviews cont. 1925. 138pp.
0542	477. Notes re: interview procedure, n.d. 27pp.

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

0558	478. Questionnaires: collated data [arranged by state or occupation, lists]. 1925, n.d. 16pp.
0571	479. Correspondence re: statistical analysis. 1925–1926. 26pp.
0591	480. Notes re: statistical analysis and evaluation of questionnaires. 1925, n.d. 106pp.

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.
0701	483. Business and Professional Women's Clubs, National Federation of—Correspondence, notes. 1925, n.d. 62pp.
0761	484. Butcher, Theodore (BVI field worker), et al.; Bureau of Occupations, et al., Philadelphia [Pennsylvania]—Correspondence, interviews, reports, [lists]. 1924–1925. 76pp.
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.
0839	487. Gachet, Rochelle Rodd (BVI field worker), et al.; Southern Woman's Educational Alliance, et al.; re: Atlanta [Georgia], Birmingham [Alabama], New Orleans [Louisiana]—Correspondence, interviews, reports, [lists, printed]. March 9, 1924–February 14, 1925, n.d. 100pp. <i>The Birmingham Business Woman</i> . Business and Professional Women's Club. August 1924. 20pp.
0923	488. Gachet, Rochelle Rodd (BVI field worker), et al.; Southern Woman's Educational Alliance, et al.; re: Atlanta [Georgia], Birmingham [Alabama], New Orleans [Louisiana], [North Carolina]—Correspondence, reports, [statistics, notes, lists, printed]. February 15, 1925–April 6, 1926, n.d. 68pp.

Reel 28

Series III: BVI Study of Secretarial Work cont.

- Cooperating Agencies and Individuals cont.** [files 489-498]. 169 frames.
- 0006 489. Hausam, Winifred M., Women's Vocational Alliance, Los Angeles, California, et al.—
Correspondence, reports, [statistics]. 1924-1926. 63pp.
- 0058 490. Kennon, Anne Byrd, Collegiate Bureau of Occupations, Denver, Colorado—
Correspondence. 1924-1925. 21pp.
- 0079 491. Rosenstiel, Mildred, Woman's Occupational Bureau, Minneapolis, Minnesota—
Correspondence, [questionnaire]. 1924-1926. 47pp.
- 0122 492. Schauffler, Mary (BVI field worker), et al.; re: District of Columbia, Chicago [Illinois],
Cleveland [Ohio]—Correspondence, report, [printed]. 1920, 1924, January-March
1925. 77pp.
"Women in the Government Service." *Bulletin of the Women's Bureau*. 1920. Bertha M.
Nienburg. 35pp.
The Work Sheet. Washington School for Secretaries. February, March 1925. 8pp.
- 0175 493. Schauffler, Mary (BVI field worker), et al.; re: District of Columbia, Chicago [Illinois],
Cleveland [Ohio]—Correspondence, interviews, [lists]. April 1925. 39pp.
- 0209 494. Schauffler, Mary (BVI field worker), et al.; re: District of Columbia, Chicago [Illinois],
Cleveland [Ohio]—Correspondence, interviews, reports, [notes]. May-June 1925.
92pp.
- 0285 495. Schauffler, Mary (BVI field worker), et al.; re: District of Columbia, Chicago [Illinois],
Cleveland [Ohio]—Correspondence, interviews, reports, [lists, printed, notes, bibli-
ography]. July 1925-February 1926, n.d. 48pp.
- 0322 496. Tillett, Kate S., Vanderbilt University, et al.; [re: Nashville, Tennessee]—Correspondence.
1924-1925. 18pp.
- 0336 497. Colleges—Correspondence re: names for study. 1924-1925. 81pp.
- 0399 498. Employment agencies, business schools—Correspondence, [lists] re: names for study.
1924-1925. 28pp.
- Training, Duties, Traits** [files 499-501]. 130 frames.
- 0419 499. Correspondence, reports, notes. ca. 1920-1924. 63pp.
[Statistics concerning occupations, 1910, 1920.] Federal Board for Vocational Education.
10pp.
"A Preliminary Report on the Senior Commercial Occupations Survey Giving the Data on
2590 Commercial Workers 18 to 30 Years of Age." Federal Board for Vocational
Education. April 5, 1922. [Anon.] 31pp.
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[Talk before Simmons Club by] N. A. Burgess. 10pp.
- 0455 500. Correspondence, reports, notes, [interviews, employer questionnaires, statistics, printed].
1925-1926. 92pp.
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educational directory for training.] *Women's Employment*. April 3, 1925. K. Passmore.
20pp.
Interviews. June 9-19, 1925. 8pp.
- 0514 501. Correspondence, reports, notes, [lists]. n.d. 65pp.
"Secretarial Responsibilities." 1922. [Anon.] 8pp.
[List of secretarial duties.] n.d. 26pp.
- "A Study of Secretarial Work"** [file 502]. 6 frames.
- 0549 502. Proposal drafts and outlines for "A Study of Secretarial Work." 1923 [?]. 10pp.

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"The Woman Secretary," 1926 [files 503-509]. 207 frames.

- 0555 503. Drafts with corrections. 63pp.
- 0589 504. Drafts with corrections cont. 76pp.
- 0627 505. Drafts with corrections cont. 75pp.
- 0666 506. Drafts with corrections cont. 58pp.
- 0696 507. Drafts with corrections cont. 70pp.
- 0732 508. Drafts with corrections cont. 25pp.
- 0745 509. Correspondence re: publication. 1928-1932. 17pp.

Series IV: Clippings, 1915-1929 and Undated

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- 0805 511. Files # 72-122—Files on occupations. 1916-1928, n.d. 59pp.
Topics include: Business—accounting, banking and bond selling, commerce, department stores, industry; Dentistry; Education; Engineering; Government—civil service, U.S. foreign service, politics.
- 0864 512. Files # 124-184—Files on occupations. 1915-1926, n.d. 34pp.
Topics include: Government—women in public positions; Home economics; Institutional management—hotel work, cafeterias, training; Landscape architecture; Law; Library work; Medicine; Nursing.
- 0898 513. Files # 186-368—Files on occupations; Women in general. 1917-1929, n.d. 53pp.
Files on occupation topics include: Personnel and vocational guidance work—job analysis, industrial relations, college and vocational guidance work (Bennington College, Columbia University, Goucher College), employment bureaus (includes Women's Vocational Alliance and Woman's Educational Alliance); Pharmacy; Public health; Religious work; Scientific work—astronomy, bacteriology, biology, chemistry, geology, mathematics, physics, psychology; Social work—improvement of industrial conditions, police women, recreation and club work; Writing—journalism, motion pictures, publishing, training; "Unclassified"—international education, summer work, work in other countries, miscellaneous (including fingerprint work, sea captain).
Women in general topics include: Careers; Marriage and careers; Salaries.



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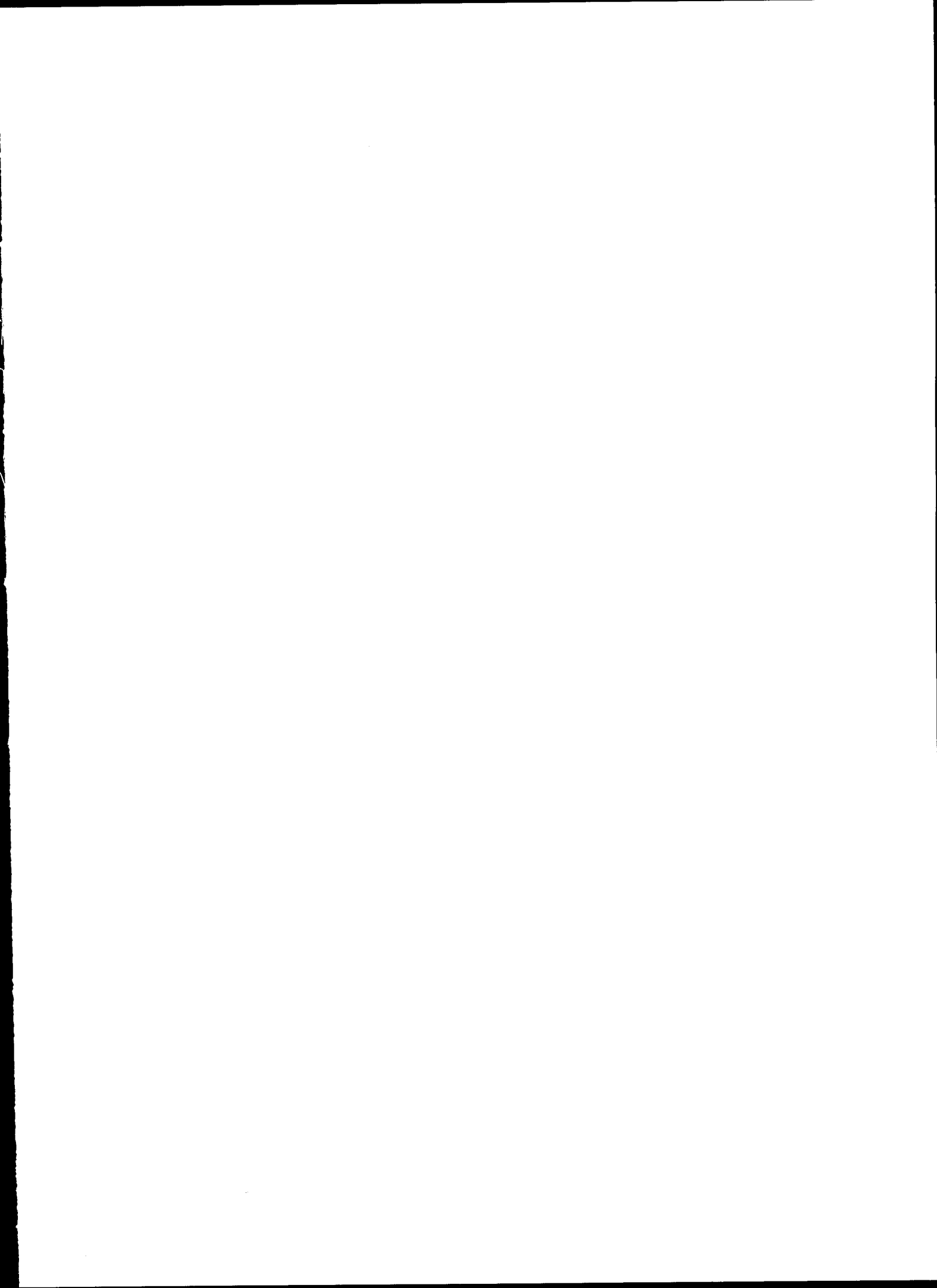
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