



ArchivesSpace

Women's City Club Records

An inventory of Women's City Club at DC Public Library

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English

Describing Archives: A Content Standard

DCPL Special Collections - MLK Library

901 G Street NW

Washington, DC

archives.dcpl@dc.gov

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Summary Information

Repository:	DCPL Special Collections - MLK Library
Creator:	Women's City Club (Washington, D.C.)
Title:	Women's City Club Records
ID:	032
Date [inclusive]:	1919-1974
Physical Description:	11 Linear feet
Physical Description:	20 Boxes
Language of the Material:	English
Language of the Material:	English

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Biographical / Historical

The Women's City Club of Washington, D.C. was established in 1919 and was the first local club for women with a Meetinghouse. The first president was Judge Mary O'Toole of the Municipal Court of D.C. The Club encouraged membership of not only professionals and academics, but also housewives; an unusual stance at the time of its founding. The Club took positions on women's suffrage, home rule, and abolition of capital punishment. Activities included language classes, lecture series, Red Cross campaigns, and other community focused programs. The Club was part of a national and international network of women's groups and became a part of the D.C. Federation of Women's Clubs in 1920.

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Scope and Contents

The materials are primarily meeting minutes of the Women's City Club of Washington, D.C. from 1919 through 1972. Also included are scrapbooks, photographs, clippings, and administrative records which document the Club's founding and activities.

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Arrangement

Series 1: Meeting Minutes, 1919-1982 This series contains meeting minutes of the Women's City Club of Washington, D.C.'s board and committees. Series 2: Administrative Materials, 1940-1974 This series includes financial data contained in receipt books, financial statements, and accounts receivable reports. It also contains correspondence, annual reports, newsletters, member rosters, a Women's City Club of Washington, D.C. history, by-laws, and articles of incorporation. Series 3: Photographs, 1919-1974 The series primarily consists of framed photographs of early Women's City Club of Washington, D.C. leaders with a few photographs of events. The photographs are arranged chronologically. Oversized photographs were removed from their original location and placed in separate containers. Series 4: Scrapbooks and Memorabilia, 1925-1968 This series includes scrapbooks, a guest register, and a collection of original poems. The items are arranged chronologically. An oversized scrapbook was removed from its original location and placed in a separate container. Oversize Oversized materials.

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Administrative Information

Publication Statement

DCPL Special Collections - MLK Library

901 G Street NW
Washington, DC
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Revision Description

Revised for length and clarity. 2020-03-19

Custodial History

Most of the items in this collection were originally part of the Division's Vertical File Collection and to ensure their physical preservation, the documents were removed in 1999 to create this collection. Photocopies of clippings and other less rare items were retained in the vertical file.

Processing Information

Basic archival arrangement and preservation techniques were applied to the collection at the time of its processing.

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Controlled Access Headings

- Politics and government
- Societies and clubs
- Women
- Home rule -- Washington (D.C.)
- Suffrage
- Minutes (Records)
- Scrapbooks
- Organizational Records
- Clippings (Books, newspapers, etc)
- Photographs

Collection Inventory

Series 1: Meeting Minutes, 1919-1982

Scope and Contents

This series contains minutes of meeting of the Club's board and committees as well as other special meetings from 1919 through 1972. The minutes are arranged chronologically.

Title/Description	Instances	
Untitled, 1919-1921	Box 1	Folder 1
Untitled, 1921-1923	Box 2	Folder 1
Untitled, 1923-1926	Box 3	Folder 1
Untitled, 1925-1929	Box 4	Folder 1
Untitled, 1929-1932	Box 5	Folder 1
Untitled, 1931-1934	Box 6	Folder 1
Untitled, 1934-1938	Box 7	Folder 1
Untitled, 1938-1944		

	Box 8	Folder 1
Untitled, 1944-1950	Box 9	Folder 1
Untitled, 1944-1954	Box 10	Folder 1
Untitled, 1954-1960	Box 11	Folder 1
Untitled, 1962-1972	Box 12	Folder 1

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Series 2: Administrative Materials, 1940-1974

Scope and Contents

This series includes financial data contained in receipt books, financial statements, and accounts receivable reports. It also contains correspondence, annual reports, newsletters, member rosters, a Club history, by-laws, and articles of incorporation.

Title/Description	Instances	
History, Undated	Box 13	Folder 1
Columbia Lighthouse for the Blind report, 1972	Box 13	Folder 2
General files, 1972-1980	Box 13	Folder 3
Clippings, Undated	Box 13	Folder 4
Club bulletins and yearbooks, 1948-1952	Box 14	Folder 2
By-laws and articles of incorporation, 1949-1952	Box 14	Folder 3
Nominations, 1949-1952	Box 14	Folder 4
House rules, 1952-1954	Box 14	Folder 5
Correspondence and reports, 1950s	Box 14	Folder 6

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Series 3: Photographs, 1919-1974

Scope and Contents

The series primarily consists of framed photographs of early Club leaders with a few photographs of certain club events. The photographs are arranged chronologically. Oversized photographs were removed from their original location and placed in separate containers. Containers with oversized items appear at the end of the Box Inventory in this finding aid.

Title/Description	Instances	
Miss Ellen Spencer Mussey, 1919	Box 15	Folder 1
Mrs. Mabel Lyman Swormstedt, 1923-1924	Box 15	Folder 2

Dr. A. Frances Toye, 1924-1926	Box 15	Folder 3
Dearn Grace Hayes Riley, 1926-1928	Box 15	Folder 4
Euterpe Fitzgerald Chance, 1928-1930	Box 15	Folder 5
Mrs. Glaydes Middlemiss, 1940-1962	Box 16	Folder 1
Mrs. Lee Corbin, 1930-1932	Box 16	Folder 2
Pearle Mesta, Undated	Box 16	Folder 3

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Series 4: Scrapbooks and Memorabilia, 1925-1968

Scope and Contents

Scrapbooks, a guest register, and a collection of original poems are included in this series. The items are arranged chronologically. An oversized scrapbook was removed from its original location and placed in a separate container. Containers with oversized items appear at the end of the Box Inventory in this finding aid.

Title/Description	Instances	
Community Improvement Award Certificate, 1972-1974	Box 16	Folder 4
Sign, Undated	Box 16	Folder 5
Scrapbook, 1926	Box 17	Folder 1
Scrapbook, 1940-1941	Box 17	Folder 2
Scrapbooks, 1942-1946	Box 17	Folder 3
Registry of Sunday Tea Guests, 1940	Box 17	Folder 4
Scrapbook, 1930's	Box 18	Folder 1

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Oversize

Title/Description	Instances	
Scrapbook, 1946	Box 19	Folder 1
Scrapbook, 1946-1947	Box 19	folder 2
Collection of Original Poems, 1943	Box 19	folder 3
Receipt book, 1962-1974	Box 20	Folder 1
Receipt Book, 1962-1974	Box 20	folder 2
Framed photograph of Dorothy B. Marvin, Undated	Box 20	Folder 3
Framed photograph of unidentified woman, Undated	Box 20	Folder 4

Scrapbook, 1964-1968	Box 20	folder 5
Scrapbook, 1930	box 21	folder 1
Scrapbook, 1938-1939	box 22	folder 1

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