

**NATIONAL ENDOWMENT
FOR THE HUMANITIES**



SAMPLE APPLICATION NARRATIVE

**Grants to Preserve and Create Access to Humanities Collections
Institution: Harvard University**

**THE SECOND WAVE: DOCUMENTING THE POST-WORLD WAR II
WOMEN’S MOVEMENT IN THE UNITED STATES**

TABLE OF CONTENTS

	Narrative	
Significance.....		1
History.....		15
Methodology and Standards.....		17
Plan of Work.....		18
Staffing.....		21
Dissemination.....		23
Budget.....		25
Letters of support.....		32
	Appendix A (Bibliographic records)	
	Appendix B (Library newsletters, brochures, collection policy)	
	Appendix C (Library processing manual)	
	Appendix D (Photograph Access Project)	
	Appendix E (Finding aids)	
	Appendix F (Time line)	
	Appendix G (Mss. processor job description and curricula vitae)	

THE SECOND WAVE: DOCUMENTING THE POST-WORLD WAR II WOMEN'S MOVEMENT IN THE UNITED STATES

A. SIGNIFICANCE

The Schlesinger Library is seeking funding to arrange, describe, and make accessible 13 collections that document a significant arena of social change in the United States in the second half of the twentieth century. This project will document the growth of the women's movement in the 1960s, establish why, how, and from what quarters of American society the movement gained momentum through the 1970s, and chart its response to internal challenges and outside opposition during the 1980s and 1990s. These 13 collections, comprising 827 linear feet of manuscript material, described in detail beginning on page 4, are:

- Susan Brownmiller (author of *Against Our Will: Men, Women, and Rape* and *In Our Time: Memoir of a Revolution*)
- Judy Chicago (activist, artist, creator of *The Dinner Party*)
- Catherine East (member of many federal, state, and international commissions on women)
- Betty Friedan (founding member of the National Organization for Women, author of *The Feminine Mystique*)
- Wilma Scott Heide (president of the National Organization for Women)
- Florynce (Flo) Kennedy (civil rights activist, founding member of the National Organization for Women and the National Women's Political Caucus)
- Robin Morgan (political theorist, journalist, poet, and editor of *Sisterhood is Powerful*)
- Marguerite Rawalt (lawyer for the National Organization for Women and the Women's Equity Action League)
- Naomi Weisstein (pioneer in cognitive neuroscience, founding member of Chicago Women's Liberation Union and the Chicago Women's Liberation Rock Band)
- Boston Women's Health Book Collective (BWHBC--publisher of *Our Bodies, Ourselves*, catalyst of a worldwide women's health movement)
- National Organization for Women (NOW--founded in 1966 to pursue equality of opportunity for women)

- National Organization for Women - Papers of officers (organizational records donated by NOW officers)
- Women's Equity Action League (WEAL--founded in 1968 to improve the status of women by campaigning for their economic advancement)

Together these 13 collections provide an unparalleled wealth of essential documentation for the study of the second wave women's movement and of American social history. These collections will be of significant interest to researchers in a wide variety of fields. In addition to women's history and women's studies, those studying the sociology of organizations, the delivery of health care and women's health, legal and legislative history, sexuality, contemporary art, national political movements, the process of social change, and popular culture will find an abundance of primary source material among these papers. The women's movement of the 1960s, 70s, and 80s, composed of many different groups with as many different objectives, reached into every home, school, and business, every form of entertainment and sport. It was only four decades ago, before the women's movement began to gather momentum in the mid-1960s, that newspaper ads separated jobs by sex; employers routinely paid women less than men for the same work; banks routinely denied women credit and loans; there was no language with which to speak of domestic violence or sexual harassment; even hurricanes bore only female names. These collections will demonstrate that the women's movement also reached into every corner of the nation—Prairie City, Illinois; Huntington, West Virginia; and Decatur, Georgia—for its supporters and leaders. By 1975, there were 600 NOW chapters nationwide; one of WEAL's liveliest chapters was in Iowa. While some judge its reach to be excessive and others believe that still more efforts toward sexual equality are needed, few would disagree that the changes wrought by the broad-based women's movement have left an indelible mark on all women and men, girls and boys in America.

Any movement that has changed the lives of Americans across geography, class, and race, deserves the documentation that the processing of these collections will make possible. Although there are other important manuscript collections of individuals and organizations that played key roles in the women's movement scattered among other repositories, there is no greater concentration of the papers of so many major players in the movement than the holdings at the Schlesinger Library. Documenting the women's movement in the United States, from the first wave that culminated with suffrage through the second wave that began in the mid-1960s and now the third wave beginning in the 1990s, is one of the Library's primary collecting initiatives and one that it has pursued and is pursuing aggressively. Enhanced access to these 13 collections, in addition to the many other related collections at the Schlesinger Library of contemporaries, of predecessors, and of successors (see **B. History**), will create an even more powerful magnet, drawing all who seek to understand the women's movement—past, present, and future—to use these rich, varied resources.

Increasing scholarly and popular interest in the women's movement in America is evident in the growing number of monographs, articles in academic journals and the general press,

dissertations, documentaries, oral history projects, and movies appearing on this topic specifically and on the decades of the 1960s, 70s, and 80s generally. As the first chronicles of the movement and memoirs of its leaders begin to appear, they make clear the importance of accessible documentation. Each new collection of primary source material that is processed and opened for research provides information that will enable more pieces to be fitted into the complicated puzzle of the women's movement, making possible a more complete, accurate, and synthetic picture. The growing demand for these collections, the preliminary work with them done by archivists, and the feedback from researchers who have used portions of them convinces the Schlesinger Library staff that these 827 linear feet of documents have the potential not only to dispel or confirm suppositions, but to answer some of the questions being raised by those who study both the social movements of the 1960s, 70s, and 80s and the women's movement.

For example, the women's movement, like most dissident movements, provides a microcosmic view of the dominant culture's values, assumptions, and social structure. Post-war American culture shaped the women's movement, and the women's movement, in turn, transformed American culture. But while conventional wisdom points to the political culture of the 1950s and 1960s—the New Left, the civil rights movement, the anti-war movement—as shaping the women's movement, new research suggests other older, more varied roots as well. Glimpses of the movement's roots, whether deep or shallow, will undoubtedly be reflected in the personal and organizational collections this project encompasses.

Some social movements are difficult to recognize at their beginnings. No bugles sound; no single event is the catalyst. Such is the case with the women's movement: its origins were personal and private, as well as public, and, thus, difficult to pinpoint. It is partly because the movement was so decentralized, so personal, and so recent that exhaustive documentation has not yet been available to underpin serious scholarly study. When processed, these collections of individuals' papers will offer new insights into the motivations that led women of varied backgrounds to cast their lot with the second wave women's movement. The processed records of NOW, WEAL, and BWHBC will also underscore the broad sweep of their membership and the wells of discontent the organizations tapped in their appeals for funds and membership.

Emerging scholarship identifies two major strands of the women's movement: one rooted in the "first wave's" goal of equal rights, the other the radical feminism of women's liberation. The former, following this thread, was reformist and worked within established institutions (NOW and WEAL, for example); the latter challenged old entities and established new ones (BWHBC). Once these organizations' records are fully processed and available to researchers, this interpretation may stand, but more likely it will need refinement. NOW's first headquarters, its records remind us, was provided by the United Auto Workers, and it concentrated heavily on employment issues, reflecting its ties to the Women's Bureau and the unions.

Equally interesting questions about the women's liberation movement, which developed so quickly that it has been nearly impossible to trace its chronology, await greater documentation. Did this movement arise independently of NOW and the government commissions on the status

of women? Were its members younger, less professional, more egalitarian? By the late 1960s, the movement was incubating in Chicago; Madison, Wisconsin; Gainesville, Florida; Chapel Hill, North Carolina; Boston; and New York. Where were the other nurseries of women's liberation? Several of the collections will shed light on these subjects, notably Brownmiller's (New York Radical Feminists), Weisstein's (the Chicago Women's Liberation Union), and the BWHBC records (which offer a rare window onto decision-making by consensus in non-hierarchical organizations). These collections may very likely shed new light on these questions as well as elaborate further on the initial "two-strand" analysis. Records may indicate that by the 1970s, boundaries between the groups were less clearly drawn, allowing activists to build coalitions, refine their political ideologies, and consolidate their efforts around issues such as the Equal Rights Amendment.

There is much in these collections that will offer fresh insights into what the movement's members regarded as its heady successes and bitter disappointments; the strategies that worked and those that didn't; the euphoria of sisterhood and venom of "trashing"; the movement's humor, music, art, and "sass" (Weisstein's papers include her stand-up comedy routines and material on the Chicago Women's Liberation Rock Band; Chicago's papers reflect an artist's perspective on feminism as well as the consciousness raising undergone by both her audience and the artisans with whom she worked; the Flo Kennedy papers include her biting lyrics for protest songs for civil rights and women's demonstrations); issues such as subsidized childcare, equal pay for equal work, the Equal Rights Amendment, Title IX, and reproductive rights that competed for members' time and money; as well as the growth of organized opposition to the movement and tensions within it among women of color, lesbians, and trade union women.

The 13 collections included in this proposal were chosen using three criteria: their research value; their accessibility, e.g. level of organization and condition; and researcher demand. Researchers are currently allowed some level of access to some of these collections. Approximately 84% of the 827 linear feet to be processed is either closed pending screening or requires the written permission of the donor. Moreover, nearly 30% of the 827 linear feet is completely unlisted; the remaining 69% has only a container list (see Appendix D, Catherine East), which is next to useless for anyone contemplating serious research. Especially in the organizational records, sheer volume and lack of organization (consistent file management policies were not a high priority in these groups focused on immediate social change) prohibits efficient research. The 303 linear feet of the NOW collection, for instance, is made up of 60 separate accessions sent between 1972 and 1999 that include extensive duplication and records overlapping in content and dates. In other cases, large portions of collections must be closed until screened due to known privacy concerns, and thus languish while awaiting this crucial step. These collections also present preservation problems typical of post-war material: old thermofaxes and deteriorating dittos; acidic newspaper clippings and degrading carbon copies; and fading color snapshots and brittle, unstable, and obsolete audiovisual formats of all sorts. While accessible in theory, use of these collections that document one of the twentieth century's most important social movements currently requires both a prohibitive investment of researchers' time and risk to the safety and integrity of their contents, so that they are not really

accessible in fact.

Descriptions of Collections

Each description includes information about the individual or organization and the collection itself, followed by the current and proposed levels of processing. (See **C. Methodology and Standards** for processing methodologies.) A bibliographic record describing each collection appears in RLIN (Research Libraries Information Network) and HOLLIS (Harvard On Line Library Information System). Records are entered at the time of the initial accession and are not updated until processed. Thus, the bibliographic records may differ slightly (especially concerning size and scope and content) from the descriptions below. (For examples of bibliographic records, see Appendix A.)

Susan Brownmiller

Born in 1935 in New York, Susan Brownmiller began her career as a journalist in the mid-1950s, working for *Coronet*, the *Albany Report*, and *Newsweek* before resigning to aid the Student Non-Violent Coordinating Committee in its voter registration drive in Mississippi in 1964. Her book reviews, essays, and articles appeared regularly in the *New York Times*, *Newsday*, the *New York Daily News*, *Vogue*, the *Nation*, and the *Village Voice*, among others. In the early 1970s, Brownmiller joined the growing women's movement and was an early member of the New York Radical Feminists. She is best known for her groundbreaking 1975 book *Against Our Will: Men, Women, and Rape*, which shone a spotlight on rape and put it on the political agenda. Brownmiller's other books include *Femininity* (1984), *Waverly Place* (a novel, 1989), *Seeing Vietnam: Encounters of the Road and Heart* (1994), and *In Our Time: Memoir of a Revolution* (1999), which chronicles the rise of the women's movement.

The Susan Brownmiller **Papers** (15 linear ft., 1935-1999) include school papers; personal and professional correspondence; drafts of articles and reviews; research material for *Against Our Will*; audiotapes and transcripts of interviews for *In Our Time*; articles by and about Brownmiller; material from organizations with which she was involved, including the New York Radical Feminists; and motion pictures. Brownmiller cast a wide net when gathering research material for *Against Our Will* and acquired police data as well as personal testimony relating to rape. Her correspondence also includes letters sent to her by rape victims following the publication of the book. For *In Our Time*, Brownmiller interviewed over 60 feminists across the country who had been active in the early days of women's movement. The collection is in folders and loosely organized. Portions of the collection containing correspondence and testimony of individuals need to be screened and closed (or photocopies provided with identifying information removed) to protect their privacy; tapes and transcripts for *In Our Time* interviews require the written permission of the donor until January 1, 2005.

Current level of processing: closed portions have been separated from open portions
Needed: preliminary processing

Judy Chicago

For artist and writer Judy Chicago (1939-), born in Chicago, Illinois, second wave feminist literature was read "with something akin to existential relief" in that it confirmed her perception of the art world as inherently sexist and gave her the courage to develop her own vision. A pioneer of feminist art and the notion that women artists need not participate in culture on male terms and could indeed create work from a female point of view, Chicago and her work achieved an almost iconic status among feminists worldwide. She is perhaps best known for *The Dinner Party*, a multi-media installation using women's traditional domestic crafts and honoring the achievements of women in Western civilization. Executed with the participation of hundreds of volunteers, *The Dinner Party* was notable in that it completely penetrated popular consciousness with its redefinition of female forms and symbols, broke down boundaries between "high" art and crafts, spoke to a wide and diverse audience, and was viewed by approximately one million people in exhibitions in the U.S. and abroad between 1979 and 1988. Chicago took the rhetoric of the feminist movement and gave it shape by championing an art that was a vehicle for intellectual transformation and social change. A pioneer in establishing feminist art programs (at the California State University at Fresno, at the California Institute of the Arts, and the Feminist Studio Workshop), Chicago has often tended to work collaboratively, using (and acknowledging) volunteer craftspeople around the country. Subsequent work has included *The Birth Project*, a series of birth and creation images in needlework, *The Holocaust Project*, and *Resolutions: A Stitch in Time*. Her autobiographies, *Through the Flower: My Struggle as a Woman Artist* (1975) and *Beyond the Flower: The Autobiography of a Feminist Artist* (1996) have been described as "classics of modern feminist literature."

The Judy Chicago **Papers** (83 linear ft., 1970-1996) include personal and professional correspondence; fan mail; notebooks; diaries; lectures, writings, and drafts; research files used in the production of *The Dinner Party*, *The Birth Project*, and *The Holocaust Project*; correspondence and biographical material concerning the artisans working for Chicago, as well as evidence of how their participation in a project transformed their lives and their thinking about the women's movement; articles about her; teaching packets; conference programs; gallery catalogs, announcements and other promotional material; grant proposals, contracts; photographs and slides; video- and audiotapes; and motion pictures. The collection is in folders and loosely organized.

Current level of processing: container list

Needed: preliminary processing

Catherine (Shipe) East

Born in 1916 in Huntington, West Virginia, Catherine (Shipe) East received her BA in history from Marshall University. Beginning her work for the Civil Service Commission in 1939, she eventually moved to the Labor Department, where she was first called to serve as a

staff member on President Kennedy's Commission on the Status of Women, 1962-1963. She worked on every subsequent presidential advisory commission on women through 1977, serving as executive secretary of the Interdepartmental Committee on the Status of Women and the Citizens' Advisory Council on the Status of Women, 1963-1974. East was deputy coordinator of the secretariat for the National Committee for the Observance of International Women's Year, 1975-1976, vice-chair of the National Women's Political Caucus of Virginia, and a member of the board of directors of the NOW Legal Defense and Education Fund. Referred to as the "midwife to the birth of the women's movement" by Betty Friedan, East gathered, analyzed, and explained the statistics necessary to show the effects of sex discrimination on women's employment and opportunities. She was a driving force behind the formation of the National Organization for Women, prodding Friedan to organize "an NAACP for women." As a federal employee, she felt constrained from making public statements or being identified with any organization. (However, she did accept a membership card, offered to her by Alice Paul on behalf of the National Woman's Party, in 1971 in return for her donation for tea and cookies.) In a 1983 interview with the *Washington Post*, upon being honored by WEAL, East explained, "I liked doing the research, writing the papers and having influence on what was done. I never wanted publicity. There are many other people who work the same way, whose influence is of that kind—the career people, who know how the government works." East died in 1996.

The Catherine East **Papers** (50 linear ft., 1960-1989) reflect her service on various federal, state and international commissions on women, as well as her active participation on behalf of the Equal Rights Amendment and other major issues in a variety of women's organizations (e.g. National Women's Political Caucus, National Organization for Women Legal Defense and Education Fund). Included are correspondence, memoranda, speeches, reports, court cases and background material, calendars, mailing lists, and printed material relating to numerous women's issues and organizations; correspondence, speeches and other papers re: East's role in the presidential campaign of John Anderson; story notes and related material by journalist Vera Glaser, one of the first to bring media attention to women's employment discrimination; and photographs. Parts of the collection are not in folders; there is no organization. The collection will require weeding and will present some appraisal issues, given the number of organizations with which she was affiliated, such as ascertaining what, exactly, she had a direct hand in, and what she received as simply an interested party.

Current level of processing: container list

Needed: final processing

Betty Goldstein Friedan

Betty Goldstein Friedan (1921-) is widely credited as a founding foremother of the modern women's movement. Born in Peoria, Illinois, Smith College graduate, journalist for labor's *Federated Press*, freelance writer for women's magazines, wife of an advertising executive, and mother of three children, Friedan entered a media whirlwind after the publication of *The Feminist Mystique* in 1963. She published a compilation of many of the letters she received in

response to the book, along with her own essays, titling it with the phrase used frequently by her correspondents: *It Changed My Life*. Because she had national recognition, she was prodded into action by Catherine East and others to help found the National Organization for Women; she served as its first president (1966-1970). She has continued writing, teaching, and lecturing on women's issues, as well as issues of aging and human relationships.

The bulk of the Betty Friedan **Papers** has been arranged and described; there is a preliminary finding aid. However, new accessions totaling 15.75 linear ft. (1970s-1990s) containing correspondence, speeches, drafts, itineraries, audio- and videotapes, publicity, date books, etc., remain to be processed.

Current level of processing: 94 linear ft. have a preliminary finding aid; 15.75 linear ft. are unprocessed.

Needed: preliminary processing

Wilma Scott Heide

Wilma Scott Heide (1921-1985) was a social reformer and activist. Before founding the Pittsburgh chapter of NOW she had worked as a nurse, sociology instructor, and administrator in a university system, and been active in civil rights. As Pittsburgh chapter president, Heide led a successful demonstration in the U.S. Senate in February 1970 to demand hearings on the Equal Rights Amendment; the ERA hearings held in May were the first since 1956. The chapter also worked to outlaw sex-segregated employment advertising in the local papers. Heide served on NOW's national board and as Pennsylvania coordinator before being elected NOW president in September 1971. She served for two and a half difficult years, during which NOW struggled with its exponential growth and attendant chapter/national divisions, heated disagreements between lesbian and heterosexual members, and between radicals and moderates. Heide withdrew from NOW in the mid-70s to return to academia, gaining a doctorate, teaching, and directing a women's studies program. She published *Feminism for the Health of It* in 1985 and died the same year of a heart attack.

The Wilma Scott Heide **Papers** (20.25 linear ft., ca.1968-1976) contain records of NOW, including correspondence, reports, notes, minutes, memos, financial records, by-laws, testimonies, biographies, programs, leaflets, and clippings.

Current level of processing: 4.25 linear ft. have a preliminary finding aid

Needed: final processing

Florynce (Flo) Kennedy

In *Abortion Rap*, which she co-authored with Diane Schulder in 1971, Flo Kennedy (1916-2000) sums up her early years this way: "Born 54 years ago, 11 February 1916, to groovy

parents I went to Columbia undergrad school, bullied my way into Columbia Law School, and was graduated at or near the bottom of the class.” When she graduated in 1951 at the age of 35, Kennedy was, in fact, one of the first African American women ever to graduate from Columbia Law School. For the next five decades, she combined her knowledge of the law, her flamboyance, and her activism to further the goals of civil rights and women’s rights. She represented Billie Holiday and Charlie Parker in notable cases, was a delegate to the major Black Power conferences, and took up the battle against racism and sexism by founding the Media Workshop, the Feminist Party, and the Coalition Against Racism and Sexism. As one of the founding members of the National Organization for Women and the National Women’s Political Caucus, Kennedy was one of the most visible and most outspoken African American women in the women’s movement. She proved herself a powerful, charismatic orator when she toured the nation with Gloria Steinem, speaking to young women on behalf of NOW. In 1970, Kennedy organized the “Coat Hanger Farewell” protest on the steps of St. Patrick’s Cathedral in New York City and was one of six women attorneys that pressed suit in federal court challenging the constitutionality of New York State’s abortion laws, an ultimately successful effort chronicled in *Abortion Rap*. In 1981, Kennedy co-authored *Sex Discrimination in Employment*, which summarized and analyzed developing laws on a new legal front of the women’s movement.

The Florynce Kennedy **Papers** (2.5 linear ft., 1975-1985) consist mainly of correspondence, notes, photographs, and publicity materials that document Kennedy’s activism. Included are school transcripts; letters to Kennedy from activists and from the targets of her activism; mimeographed song sheets, with lyrics written by Kennedy and others, composed for various protests such as the Women’s Boycott of Proctor and Gamble and General Foods, the Mama March, and the Redress Our Grievances Rally in 1972. The collection also contains press releases, petitions, and internal memos of the Media Workshop and the Coalition Against Racism and Sexism; press releases from the “Flo Kennedy Show” in the early 1980s; and copies of obscure, short-lived women’s newsletters and feminist broadsides. The collection is not in folders nor is it organized. Kennedy, who died in December 2000, designated the Schlesinger Library as the repository for the remainder of her papers. Upon settlement of her estate, the Library anticipates receiving an additional 15+ linear feet of Kennedy papers. If this occurs during the grant period, processing these papers will be folded into the work plan, and the papers will receive final, rather than preliminary, processing.

Current level of processing: none

Needed: preliminary processing

Robin Morgan

Political theorist, journalist, editor, and poet Robin Morgan (1941-) was an activist with the New Left, and instrumental in organizing the 1968 protest against the “Miss America” pageant in Atlantic City, a demonstration that focused national attention on the women’s liberation movement. She was the author of “Goodbye to All That,” a furious denouncement of the hypocrisy, sexual exploitation, and discrimination rampant among the New Left; published in

the underground newspaper *Rat* in 1970, it became an instant classic. Morgan compiled the first anthology of feminist writings to become a best-seller, *Sisterhood is Powerful* (1970), and was the author of *Monster* (1972), the first book of radical feminist poetry to be published in the United States by a major publisher. Her interest in international feminism led to the publication of *Sisterhood Is Global* (1984) and to the founding of the Sisterhood Is Global Institute, which seeks to deepen the understanding of women's rights at the local, national, regional and global levels, and to strengthen the capacity of women to exercise these rights. Morgan was the editor of *Ms.* magazine (1990-1993), and is the author of many books, including *Going Too Far: The Personal Chronicle of a Feminist* (1978), *The Anatomy of Freedom: Feminism in Four Dimensions* (1994), and *Saturday's Child: A Memoir* (2001).

The Robin Morgan **Papers** (18 linear ft., ca. 1960s-1991) consist of research material for *Sisterhood Is Global*; drafts and writings; audiotapes.

Current level of processing: none

Needed: preliminary processing

Marguerite Rawalt

Lawyer and activist Marguerite Rawalt (1895-1989) was born in Prairie City, Illinois, and attended the University of Texas. Working as an assistant to Texas governor Pat Neff (1921-24), Rawalt became involved in Democratic politics. She moved to Washington, D.C., and took night classes at George Washington University Law School, graduating in 1933. Following graduation, she began her 33-year career with the Bureau of Internal Revenue.

In 1942, she was elected president of the National Association of Women Lawyers, and the next year became the first woman president of the male-dominated Federal Bar Association. She was also an active member of the National Woman's Party and president of the Federation of Business and Professional Women's Clubs (1954-1956). In the early 1960s, Rawalt co-chaired the Civil and Political Rights Committee of the President's Commission on the Status of Women (a committee which dealt with the contentious topic of the Equal Rights Amendment), and worked with the Citizens' Advisory Council on the Status of Women.

Following her retirement in 1965, she devoted herself full time to feminist causes, serving as legal counsel for the National Organization for Women, and helping establish its Legal Defense and Education Fund (NOW LDEF). Of the four volunteers who made up NOW's legal committee, Rawalt was the only lawyer who worked full time. Together they prepared and won precedent-setting cases advancing women's employment rights and opportunities, using Title VII of the 1964 Civil Rights Act. Rawalt also served as legal counsel for the Women's Equity Action League. In 1970 she was instrumental in orchestrating the political pressure to support Congresswoman Martha Griffiths' first attempts to guide the Equal Rights Amendment through Congress, mobilizing her extensive network of friends and colleagues in women's organizations and professional associations to lobby for the ERA in Congress and the various

states.

The Marguerite Rawalt **Papers** (60 linear ft., 1930-1987) contain minutes of WEAL, the WEAL Fund, the CPR committee of PCSW, and CACSW. Also included are bylaws, financial records, correspondence, memos, notes, reports, and other publications of the organizations with which Rawalt has worked, including the National Federation of Business and Professional Women's Clubs. There is extensive correspondence with her family in Texas and related records; engagement books; notebooks of activities and travels; and correspondence files that intermingle personal and professional correspondence. Rawalt's scrapbooks and binders will present a special challenge in that they are multi-layered (with straight pins attaching pieces of paper with personal annotations) and will require conservation treatment. Records from each organization will be processed in accordance with the Library's agreement with the organization.

Current level of processing: 24.5 linear ft. have a container list; the remainder has none.
Needed: final processing

Naomi Weisstein

Born in New York City, Naomi Weisstein (1939-) graduated from Wellesley College, Phi Beta Kappa, in 1961 and received a Ph.D. from Harvard University in 1964. Although her groundbreaking work in cognitive neuroscience was recognized with a National Science Foundation Postdoctoral Fellowship, Weisstein has written that she encountered sexism at every turn when she applied for teaching positions. She taught at University of Chicago, Loyola University in Chicago, and most recently at the State University of New York at Buffalo until the early 1980s, when she was stricken with Chronic Fatigue and Immune Disorder Syndrome, which has left her bedridden. She continues, however, to write and participate in current scientific and feminist debates.

In the 1960s Weisstein was actively involved with the Congress for Racial Equality and Students for a Democratic Society in Chicago. In 1967, she and other women who felt their voices were not heard within the SDS joined together to form the radical West Side Group, credited with being the first women's liberation group in the nation. She was also a founding member of the Chicago Women's Liberation Union (1969) and the Chicago Women's Liberation Rock Band (1970). Her groundbreaking 1968 scientific paper, "*Kinder, Kueche, Kirche* as Scientific Law, or Psychology Constructs the Female," in which she lambasted Freudian psychology, and popular articles, such as "Tired of Arguing About Biological Inferiority?" (1982) united her feminism and her scientific research in challenging conventional scientific wisdom. Weisstein emerged as one of the women's liberation movement's leading theorists and most articulate spokeswomen, which proved to be a double-edged sword. The early women's liberation movement, especially in Chicago, was vehemently egalitarian, and Weisstein, charged with the sin of "ambition," was the victim of "trashing" by sisters in the movement.

The Naomi Weisstein **Papers** (30 linear ft., 1960s-1996) include research notes and

material documenting changes in cognitive science between 1978 and 1996; grant applications and proposed research on temporal and spatial perception; videotapes and other material relating to the Chicago Woman's Liberation Rock Band; audio- and videotapes including Weisstein's stand-up feminist comedy act and interviews with Weisstein regarding her illness; writings describing her experience as a woman scientist; an unpublished memoir and drafts of articles and other writings, particularly about humor. Portions of the collection (grant applications, etc., proposed research, and the manuscript of an unpublished mystery) require written permission from the donor; cassettes from a close personal friend are closed until 2060.

Current level of processing: container list

Needed: preliminary processing

Boston Women's Health Book Collective

The Boston Women's Health Book Collective (1969-) was founded when a group of laywomen got together to work on developing a course on health, women, and their bodies. Determined to confront a medical establishment viewed as condescending and non-informative, they selected and researched topics, wrote papers, and promulgated the results through presentations and, eventually, the ground-breaking publication of *Our Bodies, Ourselves*. Described as “the most important work to come out of the women’s movement,” this essential resource on women’s health and sexuality was published by the Boston Women’s Health Book Collective in 1971 and has inspired a women’s health movement worldwide, selling more than 4,000,000 copies in 20 different languages. Subsequent publications by the Collective include *Ourselves and Our Children* (1978), *Changing Bodies, Changing Lives: A Book for Teens* (1980), *Talking with Your Teenager: A Book for Parents* (1984), and *Ourselves, Growing Older* (1987, 1994). The BWHBC supported the founding of the National Women's Health Network—the first national women’s health advocacy membership organization—and was one of the few women’s organizations calling for universal health care in the 1970s. As a nonprofit, public interest women’s health education, advocacy and consulting organization, the BWHBC continues to identify and collaborate with individuals and organizations that provide services, generate research and policy analysis, and organize for social change, and to inspire and empower women to become engaged in the political aspects of sustaining good health for themselves and their communities.

The Boston Women's Health Book Collective **Records** (46 linear ft., 1973-1991) include minutes, correspondence, administrative records, questionnaires concerning menopause, etc., BWHBC publications, program material from workshops and courses, correspondence and printed material from women's health organizations in the United States and abroad, clippings, etc. The records have not been sorted or screened and only those cartons containing printed and other material unlikely to raise privacy concerns are open to research. Ever since the records began arriving in August 1999, this part of the collection has been heavily used. Processing the collection would open approximately 90% of the records to research. The remainder would be closed for a specified period of time (usually until the likely death of the individuals involved) or

photocopies provided with identifying information removed.

Current level of processing: none

Needed: preliminary processing

National Organization for Women

The National Organization for Women was formed on June 30, 1966, during the Third National Conference of Commissions on the Status of Women in Washington, D.C. The statement of purpose declared that "the time has come to confront, with concrete action, the conditions that now prevent women from enjoying the equality of opportunity and freedom of choice which is their right, as individual Americans, and as human beings." At their organizing conference (October 29, 1966), participants established task forces on education, employment, the role of women in the family, women's political rights, and images of women in the media. NOW was incorporated in 1967, and local chapters were formed; by 1975 there were over 600 chapters. As membership increased, the organization addressed more issues, including a "war on poverty," the Equal Rights Amendment, child care, abortion rights, sexual harassment, women in government, women and religion, and violence against women.

The National Organization for Women **Records** (303 linear ft., 1966-1992) include the National, Legislative, and Public Information offices, several officers and board members, some task forces, the chartering of some chapters, extensive files on the Equal Rights Amendment ratification campaign, and publications. Often officers and task force chairs retained records created during their service to NOW; those officers and chairs who donated their papers to the Library are listed below under National Organization for Women, **Papers of Officers**. Types of material include minutes of the board and executive committees, correspondence, conference materials, mailings, memos, personnel records, forms, testimonies, phone logs, press releases, intern manuals, reports, membership information, and clippings. There are few financial records; one addendum records disbursements for the ERA campaign, 1973-1975. Most of the collection is in folders; it is not organized.

Current level of processing: there is a container list for 234.75 linear ft.; the remainder has none.

Needed: preliminary processing

National Organization for Women. Papers of officers.

These papers (52.25 linear ft., 1965-1978) were donated to the Library by the individual officers of NOW; they have been maintained by donor.

Educator **Shirley Bernard** (1928- ; Costa Mesa, Calif.) earned a Ph.D. in Women's Studies from Union Graduate School, Antioch College and was a founder of the Southern California branch of the National Women's Political Caucus. She was an active member of

NOW, serving as Western Membership Task Force chair, co-organizer of Orange County (Calif.) chapter (1968-1969), national board member (1969-1970), and Western Regional Director (1970-1972).

This collection (4.5 linear ft., 1969-1978) consists of correspondence, photographs, and printed material. There is no finding aid.

Kathy Bonk (Washington, D.C.) was coordinator of NOW's media task force in the 1980s.

This collection (5.5 linear ft., 1972-1987) consists of reports, correspondence, etc. There is no finding aid.

An active member of the NOW, **Mary Jean Collins** (Chicago, Ill.) served as executive director of the Chicago chapter, Midwest Regional Director, and as national vice-president for social action where she focused on lesbian and minority women's rights as well as reproductive choice and pay equity. Collins was also on the board of directors of NOW Legal Defense & Education Fund.

This collection (9.75 linear ft., 1981-1987) includes correspondence, speeches, board minutes, conference material, clippings, etc., concerning her work for the NOW and NOW Legal Defense & Education Fund. There are also audiocassettes of NOW conventions, 1983-1984. There is no finding aid.

Lynne Darcy was coordinator of NOW's Task Force on Compliance and Enforcement. Originally called the Task Force on Equal Opportunity in Employment, it was established at the 1966 NOW organizing conference in Washington, D.C.

This collection (1.5 linear ft., 1971-1975) contains correspondence, testimony, newsletters, reports, clippings, etc. There is no finding aid.

Educator and theologian **Elizabeth Farians** (1923- ; Chicago, Ill.) was very active on task forces concerned with women and religion. This collection (.75 linear ft., 1965-1972) contains articles, correspondence, and notes pertaining to NOW's Ecumenical Task Force, and New Jersey and Midwest chapters. There is a container list.

Georgia Fuller (Arlington, Va.) was active on NOW's Task Force on Women and Religion. This collection (.5 linear ft., 1973-1975) contains correspondence, press releases, and clippings. There is a container list.

Joan Hull (New York, N.Y.) worked with NOW's Task Force on Compliance and Enforcement, dealing with stockholder actions, advertising, etc. This collection (1 linear ft., 1966-1976) contains correspondence, notes, and clippings. There is a container list.

Frances Arick Kolb (1937-1991; Pittsburgh, Pa.), was an educational consultant who developed public school curricula that would encourage achievement by girls and minorities. The author of *Portraits of Our Mothers: Using Oral History in the Classroom* (1983), Kolb was

associated with The Network, a nonprofit research and training organization. She was also associate director of the New England Center for Equity Assistance, a federally supported program to provide help to schools dealing with desegregation. Earlier Kolb was a founder of the Pittsburgh chapter of NOW and a member of NOW's national board.

The collection (10.25 linear ft., 1970s-1980s) consists of newsletters, interviews, correspondence, etc. There is a container list for 1.5 ft. of the collection.

Lucy Komisar (New York, N.Y.) was NOW's vice president for public relations (1970-1971) and a member of the Compliance Committee. The collection (3.5 linear ft., 1968-1972) contains correspondence, memos, court briefs, press releases, and other papers relating to the Federal Communications Commission and NOW's "media actions." There is also a draft and proofs of Komisar's book, *The New Feminism*. There is a container list for 1 ft. of the collection.

Judith Lightfoot (Atlanta and Decatur, Ga.) was a member (1971-1975) and chair (1973-1975) of the board of directors of NOW. This collection (6.5 linear ft., 1970-1975) contains correspondence, minutes, reports, etc. There is a container list.

Eve Norman (Los Angeles, Calif.) was NOW's treasurer and head of NOW's Western Region. This collection (1.25 linear ft., 1974-1978) contains financial and budget records of national NOW, and correspondence, bylaws, newsletters, minutes and membership lists of the Western Region. There is a container list.

Mordeca Jane Pollock (Mass.) was a national NOW board member. The collection (.75 linear ft., 1969-1976) includes correspondence and notes, bylaws, nominating committee records, and papers concerning factional disputes. There is a container list.

Publisher **Anne Pride** (1942- ; Pittsburgh, Pa.) served on the board of NOW (1975-1977) and was chair of the *Do-it-NOW* (newsletter) Committee. The collection (1.75 linear ft., ca.1973-1979) consists of Pride's NOW correspondence, memos, press releases, etc. There is a container list.

Faith Seidenberg (Syracuse, N.Y.) chaired NOW's Legal Committee. The collection (1.25 linear ft., 1969-1973) contains clippings, correspondence, and notes concerning NOW's activities in Syracuse, N.Y., especially on the campus of Syracuse University. There is a container list.

Elizabeth Coxe Spalding (Greenwich, Conn.) chaired NOW's Marriage and Divorce Task Force in the 1970s. The collection (3.5 linear ft., 1970-1978) consists of clippings, reports, data, and correspondence relating to the task force's work on such issues as child rearing and custody, displaced homemakers, pension rights, and women's employment, health, and economic status. There is a container list.

Women's Equity Action League

At its 1967 convention, National Organization for Women (NOW) leadership proposed a bill of rights that included a woman's right to an abortion (which was accepted amid controversy). After that meeting, several women, certain that this controversial issue and NOW's support for gay rights would offend potential sympathizers, left NOW to found the Women's Equity Action League (WEAL) in 1968 as a moderate alternative. One of WEAL's founders and first leaders, Ohio lawyer Elizabeth Boyer, immediately targeted three areas of sex discrimination for WEAL to tackle: employment, education, and de facto tax inequities. In 1969 WEAL waged an aggressive campaign against American university policies, filing complaints against dozens of colleges and universities, including every medical school in America, charging them with sex discrimination in violation of Executive Orders 11246 and 11375 that forbade federal contractors from discriminating on the basis of race, creed, color, national origin, or sex. Five years later, WEAL began a series of high profile lawsuits against the U.S. Department of Health, Education, and Welfare to enforce affirmative action policies, particularly in higher education. The resulting decisions shaped affirmative action policy in education for the next two decades.

Sometimes described as "the far right wing of the women's Mafia," WEAL cultivated a ladylike style to attract more conservative women to join the struggle for women's rights. One of WEAL's liveliest chapters, blossomed in Iowa, where, said Boyer, "you couldn't sell 'women's liberation' if you gold-plated it." By 1975, WEAL had become one of the primary political pressure groups in the feminist movement. With state chapters and divisions, WEAL wielded pressure on a local, state, and national level by means of education, litigation, and legislation. During the 1980s, new groups within the movement adopted priorities and tactics similar to WEAL's, and the group disbanded in 1990. WEAL's legacy lives on, however, through the Marguerite Rawalt Legal Defense Fund, which offers grants to support legal action in the areas that had been WEAL priorities.

The Women's Equity Action League **Records** (131.25 linear ft., 1966-1990) contain bylaws; minutes and agendas of board and annual meetings; reports; financial, committee, and membership records; correspondence with officers, board members, government officials, state chapter and division presidents, and the public; annual reports; officers' manuals; publications; mailings; program materials; speeches; audiotapes of meetings, conferences, and briefings; memoranda; photographs; subject files; and clippings. The collection is in folders; it is not organized.

Current level of processing: there is a container list; 4.5 linear ft. has a finding aid.

Needed: preliminary processing

B. HISTORY

The Arthur and Elizabeth Schlesinger Library on the History of Women in America, one

of the foremost libraries in the nation documenting the history of women, has a nationally focused collecting policy and draws researchers from all over the world. The Library began at Radcliffe College (since 1999 the Radcliffe Institute for Advanced Study at Harvard University) in 1943, with the donation from alumna Maud Wood Park of her extensive collection of papers, books, and memorabilia focusing on the suffrage movement and women's political and reform work. Park's collection became the nucleus of Radcliffe's Women's Archives, renamed in 1967 for Elizabeth Bancroft Schlesinger and Professor Arthur M. Schlesinger, Sr., in recognition of their dedication to women's history. (For Library brochure, newsletters, and collecting policy, see Appendix B; the Library's web site is: <http://www.radcliffe.edu/schles>.)

The Schlesinger Library, a member of the Research Libraries Group, occupies a four-story building in Radcliffe Yard. It is an open-stack (for books and periodicals), non-circulating library open to the public free of charge and handicapped-accessible. Reference staff assist researchers in person and by phone, mail, fax, and e-mail. Beginning with seven research visits in 1949, in-person research visits reached more than 7,000 in 1999. The Library's increasingly diverse body of users includes Harvard and other local undergraduates, graduate students and faculty, students and scholars from around the nation and the world, journalists, artists, publishers, film makers, and primary- and secondary-school teachers and students.

The Schlesinger Library's collections document women's lives and women's issues currently and retrospectively. Topics especially well represented include suffrage, women's rights, and the post-World War II women's movement, social reform, health and sexuality, work and professions, and gender issues. The 13 collections in this project are imbedded in a rich context of materials upon which researchers can draw. The Library's published materials, for example, consist of more than 60,000 books in English on women worldwide; more than 500 active subscriptions to scholarly journals, popular magazines, and newsletters of women's organizations, as well as hundreds of titles no longer published (many from short-lived women's groups from the 1960s, 70s, and 80s); and some 14,000 cookbooks and books in the growing field of culinary history.

The Library's more than 2,300 manuscript collections include letters, diaries, photographs, scrapbooks, and other papers of such notable women as Susan B. Anthony, Mary Calderone, Julia Child, Amelia Earhart, M.F.K. Fisher, Charlotte Perkins Gilman, Emma Goldman, and Lydia Pinkham. Also included are the papers of lesser known and unknown women that illuminate the grand saga of American history—westward migration, immigration, urbanization, industrialization—and the intimate detail of every day life: first loves, the births of babies, religious revelation, and jealousy. The minutes, correspondence, newsletters, and other records of active and defunct women's organizations and of groups and agencies concerned with women's issues, such as Lamaze International, the National Association of Women Judges, the Society of Women Engineers-Boston Section, and Boston-area settlement houses, constitute another major group of collections. Other manuscript holdings, in addition to the 13 that form this project, that deal with the beginning and development of the second wave women's movement include those of Doris Bernays, Charlotte Bunch, Barbara Deming, Alix Dobkin,

Mary Eastwood, Barbara Ehrenreich, Pauli Murray, Holly Near, Alice Paul, Esther Peterson, Adrienne Rich, Barbara Seaman, the National Women's Political Caucus, the Women's Peace Encampment, and Human Rights for Women. The Library's audiotapes and videotapes of interviews, speeches, and events, and oral history transcripts and tapes (some from the Library's own oral history projects, the most relevant being the *Tully-Crenshaw Feminist Oral History Project*, whose subjects include more than three dozen women involved in the early days of the women's movement) offer vivid insight into women's lives.

While many of the Library's more than 7,000 in-person users each year are pursuing topics related to women's history and women's studies, increasingly researchers are mining its collections for information on a wide range of social, political, and cultural questions to which they speak. In recent months, for example, researchers studying consumer culture in the 1960s, 19th century photography, legal issues in industrial toxicology, changing popular ideas about infant nutrition, development of the consumer price index, the Florida hurricane of 1935, and the history of property tax initiatives have all found documentation on their topics in the Library's collections.

C. METHODOLOGY AND STANDARDS

The recipient of the Society of American Archivists' highest honor, the Distinguished Service Award, the Schlesinger Library was recognized for outstanding public service and exemplary contributions to the archival profession in 1990. Cited for its efforts to provide excellent access to its holdings, the Library was held up as a model of systematic sustained collecting and its creation of a truly national resource. An exponent of state-of-the-art finding aids and bibliographic description, the Library has been recognized in other areas as well. Its audiovisual cataloging is included in the Association of Moving Image Archivists' *Compendium of Moving Image Cataloging Practice*, and its photograph database, consisting of descriptive entries linked to digital images, has been supported by grants from the Mellon and Ford Foundations. A recent grant from Harvard University's Library Digital Initiative will support the retrospective conversion of legacy finding aids into SGML (Standard Generalized Markup Language) using EAD (Electronic Archival Description) DTD (Document Type Definition).

All of the Schlesinger Library's holdings—processed and unprocessed—are cataloged in HOLLIS (HARVARD ONLINE LIBRARY INFORMATION SYSTEM) and available through the Library's web site (<http://www.radcliffe.edu/schles>). The Library's holdings are also cataloged in two national databases: manuscript collections in RLIN, books and periodicals in OCLC. The Library follows those description conventions outlined in *Archives, Personal Papers, and Manuscripts* (1989).

All of the Library's processed manuscript collections, whether in preliminary or final form, are described by finding aids that provide more detailed information about a collection than the HOLLIS record. The finding aid includes a biography (for papers of an individual or family) or history (if the records are of an organization); a "scope and content" section describing the organization of the papers; an inventory describing each folder, volume or other file unit; and some include an index and/or information on restrictions, related collections, microform editions, etc. All finding aids are available at the Library and photocopies may be ordered. Many of the Library's finding aids are also available in *Arthur and Elizabeth Schlesinger Library on the History of Women in America, the Manuscript Inventories and the Catalogs of Manuscripts, Books, and Periodicals* (2nd ed. G.K. Hall, 1984, 10 vol.) and in the microfiche of the *National Inventory of Documentary Sources*, published by Chadwyck-Healey.

The Schlesinger Library seeks to promote the broadest possible access to its collections. To that end, since 1995, the Library has been participating in a Harvard-wide project to mark up finding aids in SGML and make them electronically available via the internet on a Harvard site called OASIS (Online Archival Search Information System) (<http://oasis.harvard.edu>), accessible via the Library's web site. Beginning in 1999, all of the Library's new finding aids are marked up in SGML using the EAD DTD. These finding aids, as well as some marked up retrospectively, are all available on OASIS. For the Library's 45 finding aids in OASIS, access is also provided from the bibliographic record in RLIN and HOLLIS via the 856 linking field.

The popularity of OASIS as an access tool is indicated by an average 586 successful requests per day. This number is expected to rise significantly as additional finding aids from all Harvard repositories are added to the site.

D. PLAN OF WORK

Levels of Processing

To make accessible so many large and diverse collections in a cost-effective manner requires a flexible processing strategy. (For the Library's processing manual, see Appendix C.) The Library currently utilizes three different levels of processing to gain control over collections:

Final processing. Papers are arranged and described according to standard archival practice. Preservation work includes photocopying of fragile material, unfolding, removal of rusty fasteners and rubber bands, removal of photographs to separate photograph folders, and microfilming of large runs of chronologized clippings and other such material where appropriate. Collections are described in RLIN and in a folder-level finding aid that appears in both a paper and SGML-encoded version for posting on OASIS (<http://oasis.harvard.edu/>). Author/recipient indexes are generated, if needed, and the papers receive extensive subject analysis in the form of added entries and folder descriptions. Audio- and videotapes are appraised and described in the finding aid as well as cataloged (in an aggregate VIM record) in RLIN. All photographs that are retained are digitized and cataloged into the Library's photograph database and posted in VIA, Harvard's Visual Information Access database (<http://via.harvard.edu:748/html/VIA.html>). See Appendix D for details of the Library's Photograph Access Project. Collections receiving final processing are generally those to which no addenda are expected. (For an example of a finding aid to a processed collection, see <http://oasis.harvard.edu/bin/findaid-idx.cgi?type=HTML&rgn=EAD&id=sch00022>.)

Preliminary processing. While arrangement, description, and preservation are carried out as described above, chronologizing of material such as clippings and publications is limited. Collections are described in RLIN and in a folder-level finding aid that appears in both a paper and SGML-encoded version for posting on OASIS. Audio- and videotapes are appraised and described in the finding aid as well as cataloged (in an aggregate VIM record) in RLIN. Collections receiving preliminary processing are generally large and/or those to which addenda are expected. (For an example of a preliminary finding aid, see <http://oasis.harvard.edu/bin/findaid-idx.cgi?type=HTML&rgn=EAD&id=sch00015>.)

Container lists. Papers are not arranged; folder headings are listed in the order received from the donor. In cases where there are no folders, general descriptions are given of each container's contents. Collections are described in RLIN. (For examples of final and preliminary finding aids and a container list, see Appendix E.)

For this project, only those collections where the organization is defunct (WEAL) or the person deceased and no further accessions are expected (Catherine East, Wilma Scott Heide, Marguerite Rawalt) will receive final processing. The remaining collections will receive preliminary processing. In every case, however, the level of processing will depend upon the

type of material. Documents rich in content and significance (such as correspondence, minutes, speeches and writings) will receive more extensive treatment whereas other records such as publications, ledgers, reports, etc., may be arranged and described less fully.

The three archivists will process 827 linear ft., or approximately 137 linear ft. per year, or approximately 12.4 ft. per month per archivist, with an overall project cost of \$480 per linear ft. (not including indirect costs) and \$620 per linear ft. (including indirect costs).

Legal agreements and Restrictions . Collections are governed by legal agreements between the donors and the Library which outline the terms under which the collections are to be processed and used. In each collection processors will screen those documents (such as case records, interviews, or personal correspondence) most likely to contain sensitive material to ascertain whether papers should be restricted in the interests of privacy. Examples include personal accounts of rape and incest or medical and psychological information. In such cases, material will be closed until the likely death of the individual(s) involved or photocopied for research with identifying information removed.

Restrictions on organizational records are usually imposed by the organization for a limited period of time on a certain category, such as board minutes. Currently, because the collections are so large and unsorted, researchers must ask the donor's for permission to see anything at all. We feel certain that once the collections are processed, only a small percentage of the records will require the permission of the organization, and those restrictions that remain will be routinely lifted as the time limits expire. Organizational records appearing in the personal papers of individuals are governed by the legal agreement between the organization and the Library. Processing will, we expect, reveal considerable overlap of records among, for example, NOW, NOW officers, Heide, East, and Rawalt, and enable us to eliminate duplication and provide cross referencing among collections.

Timeline

Because there will likely be a substantial amount of duplication among the NOW records and the papers of individuals active within NOW, our work plan is to begin with Rawalt, East, and the grouping designated as papers of NOW officers simultaneously. Rawalt was known as a meticulous file keeper, and her files are probably in the best order and most complete. Once these three collections are finished, Heide will come next, followed by the records of NOW, to which all three processors will devote their time. All three processors will next work on WEAL; two will then turn their attention to Judy Chicago, while one processor works on the BWHBC. The remaining smaller collections (Brownmiller, Friedan, Weisstein, Morgan, and Kennedy) will be wrapped up at the end of the year (for a time line, see Appendix F).

Phase I (between notice of award and beginning of grant period)

- Project manager finalizes job descriptions and recruits two project manuscript processors

Phase II (July 2002)

- Project manager and associate curator of manuscripts train new staff in Library practices and

standards for arrangement and description

- Project manager surveys first three collections with new staff and assesses processing and preservation needs

Phase III (August 2002 through June 2004)

- Project staff proceeds with arrangement, consulting regularly with the project manager, who also processes collections
- Photographs requiring digitization and cataloging are folded into the work flow of the photograph project coordinator
- Audiovisual material is reviewed and cataloged by audiovisual assistant
- Project staff is trained in EAD markup and drafts finding aids as collections are completed
- Associate curator reviews and edits drafts of finding aids; project staff revise and complete finding aids; information systems administrator reviews and posts finding aids on OASIS.
- Project staff updates RLIN/HOLLIS records in consultation with associate curator

E. STAFFING

The project staff for which we are requesting funding consists of two professional manuscript processors who will work full time for two years. The qualifications of these manuscript processors include an M.L.S. with a concentration in archives management and/or an M.A. in history and at least two years of related work experience. (For a draft manuscript processor job description and for resumes of the primary supervisory staff, see Appendix G.)

The other members of the project team will be project manager Katherine Kraft, a senior archivist at the Library, who will direct the work of the processing staff on a day-to-day basis; Anne Engelhart, associate curator of manuscripts, who will provide general administrative oversight, review finding aids, and oversee the inputting of bibliographic records into RLIN; Kathryn Jacob, curator of manuscripts and project director, who will monitor the project's budget and be available for guidance at all stages of the work; and Susan von Salis, archivist and information systems administrator, who will oversee the SGML mark-up and posting of finding aids on the internet. Other Library staff members who will devote their time as needed, include Jacalyn Blume, photograph project coordinator, who will catalog and digitize photographs in the collections, and Joanne Donovan, audiovisual assistant, who will catalog the audiovisual material in the collections. A part-time (10 hour-per-week) employee, most likely a student, will carry out preservation photocopying, weeding, chronologizing, box and folder labeling, and other routine processing tasks for the project.

Primary Supervisory Staff Credentials

Anne Engelhart has been on the staff of the Library since 1978, serving as assistant, then associate, curator of manuscripts since 1984. She holds master's degrees in library and information science and history. She is responsible for maintaining the physical and intellectual control of the Library's manuscript holdings and oversees the production of finding aids and bibliographic records describing manuscript and audiovisual collections. She has wide knowledge of RLIN, OASIS, and VIA and the intersections among them. She has helped to plan and implement the digitization and cataloging of the Library's photograph collection and has helped to plan a project, newly funded by Harvard, to tackle the retrospective conversion of legacy finding aids. She has, with the curator of manuscripts, been charged with developing policies affecting the acquisition, processing, cataloging, and preservation of manuscript material, reference service, and research use of manuscript collections. Actively involved over many years with the acquisition and processing of manuscript collections as well with providing reference services to researchers, she brings to the project an intimate familiarity with Library processing and administrative procedures and wide-ranging knowledge of the collections and of the history of the women's movement in the late twentieth century.

Kathryn Jacob has many years of experience in planning, managing, and successfully completing a variety of large-scale, multi-year, multi-staff archives and archives-related projects at a variety of repositories and historical institutions. At the Johns Hopkins University, she planned and implemented a records survey and processed and supervised the processing of collections brought into the university archives. At the U.S. Senate Historical Office, she served as director and co-director of two multi-year, multi-staff projects: *Guide to Research Collections of Former United States Senators* (1983) and *Biographical Directory of the United States Congress, 1774-1989* (1989). At the National Archives, she directed a project to microfilm several hundred feet of World War II-era records, and was part of the team that surveyed and prepared for moving several hundred thousand feet of government documents. As deputy director of the American Jewish Historical Society, Jacob designed, implemented, and supervised several grant-funded projects to identify unprocessed materials and develop a realistic processing plan. She also designed and implemented a large-scale project to survey, assess, and prepare for moving approximately 10,000 feet of manuscript material. Jacob brings to the Library, whose staff she joined in the summer of 1999, broad experience developing budgets and staying within them; creating work plans and meeting their benchmarks; and designing the products of grant-funded projects and producing them.

Katherine Kraft came to the Schlesinger Library in 1973 with a background in sociology and political science. Over the years she helped develop many of the archival policies and processing procedures currently in use in the Library. As associate curator of manuscripts, she trained and supervised students, interns and volunteers in a variety of processing and preservation tasks. Kraft currently serves as the acting archivist for the Radcliffe Archives, providing reference service, weeding and accessioning large record groups, advising departments on records management, and supervising students and volunteers. Although Kraft has processed a variety of personal papers and organizational records, she specializes in large twentieth century collections. She has most recently worked with the records of the National Women's Political Caucus and completed processing the papers of labor and consumer activist Esther Peterson. Kraft is very familiar with the collections in this proposal, since in many cases she packed them for transfer and/or accessioned them upon their arrival. Working with a succession of staff and officers of NOW and WEAL, Kraft established records guidelines and procedures and has made numerous trips to their national headquarters to prepare records for transfer. She has visited Susan Brownmiller, Catherine East, and Marguerite Rawalt to discuss their papers and consulted with Betty Friedan while preparing a preliminary organizational scheme for her earlier accessions. Kraft's familiarity not only with these particular organizations and their records but with the procedures of the Schlesinger Library, promise effective management for the project.

Susan von Salis, who joined the Schlesinger Library staff in 1986, holds a master's degree in history with a concentration in public history. As archivist, she processes manuscript collections, enters catalog records in RLIN and HOLLIS, prepares folder-level finding aids, and provides manuscripts reference to researchers. As information systems administrator, she oversees all technical aspects of Library initiatives and daily tasks involving computer technology, advises on grant proposals, and proposes new initiatives that include a technology

component. She has been working with Encoded Archival Description for finding aids since prior to the release of the alpha version of the DTD; has written and spoken on EAD in numerous forums; and developed the curriculum for and co-teaches the semi-annual EAD workshops for Harvard library staff. On this project, she will work with the processors to determine any special needs related to creation of the finding aids that will need to be addressed by EAD (e.g., links to external files or internal sections of the finding aids); check the validity of the EAD markup as the finding aids are being created; and, when completed, send the final version of each finding aid to the live OASIS website. She will also provide technical advice on other aspects of the project, including training, hardware and software problems, and possible new resources that might be created in the course of the project (e.g., a website or online exhibit, creation of a selection of digital surrogates of items found in the collections, technology-related preservation concerns, etc.).

F. DISSEMINATION and FINAL PRODUCTS

The final products of this project will be 13 processed manuscript collections with detailed finding aids accessible to researchers around the world via the internet. Bibliographic records describing the collections in RLIN and HOLLIS will be enhanced; audiovisual materials will be described, at a collection level, in RLIN and HOLLIS; and photographs from the fully processed collections will be digitized, cataloged and available via the internet.

Announcements of the project's completion will appear in the Library's newsletter, in Radcliffe Institute and Harvard University publications, on Library, Institute, and University websites, and in archival and library publications regionally and nationally. Because these collections speak to so many different issues and areas of study—sociology, political science, legal and legislative history, philosophy, cultural and social history—news of the project's completion will also be broadcast widely via all appropriate listservs, such as H-Net, which reaches all areas of the arts, humanities, and social sciences, as well the more specific H-Women and WMST-L (Women's Studies). Highlights from the collections will be digitized and posted on the Library's website, as a mini-exhibit. Papers on collection content as well as methodological approaches will be delivered at conferences such the Berkshire Conference on the History of Women, the National Women's Studies Association, the American Historical Association, the Organization of American Historians, and the American Studies Association.

An additional outcome of an ambitious processing project such as this one—827 linear feet of records and papers presenting many organizational and preservation challenges in two years—will be valuable “lessons learned,” which will be shared with colleagues in the archival profession via papers and sessions at conferences of the Society of American Archivists and regional meetings of professional societies such as the New England Archivists and the Mid-Atlantic Regional Archives Conference. More specifically, we hope to share our experiences both formally and informally with our colleagues at other institutions collecting in the fields of

women's history and social history and to promote greater access to collections everywhere that help illuminate the story of the women's movement and social change in the United States.

In helping the Schlesinger Library open these important collections to research by a broad range of users, NEH will do more than promote scholarship that enriches the nation's historical record. It will also permit media producers to use Library resources to make more accurate and richly nuanced television programming, documentary films, and CD-ROMs (such as Ken Burns's series on PBS *Not for Ourselves Alone: The Story of Elizabeth Cady Stanton and Susan B. Anthony* and Turner Broadcasting System's *A Century of Women*, both of which incorporated images and information from the Library), undertakings that reach audiences of all ages numbering in the millions.

Opening these collections will also facilitate a related Radcliffe Institute initiative, which is to educate elementary and secondary school teachers who wish to incorporate the study of women and gender into their curricula about the resources available at the Library. The Library has long collaborated with the Harvard Graduate School of Education on a grant whereby secondary school teachers are in residence at the HGSE for one month during the summer and utilize the Library's manuscript resources. The processing of the Library's most important second wave collections will facilitate and enrich these undertakings.

By utilizing all of these venues, and by an anticipated conference beyond the grant period that would bring together scholars, the processing archivists, and students searching for challenging research topics, we will seek to achieve the Library's goal for this project: to stimulate the widest possible use of these manuscript collections and to encourage a wide-ranging dialogue, based on primary materials, about the women's movement and social change in the United States in the second half of the twentieth century.