



# ArchivesSpace

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## Nancy Dawson and Herman Wouk Collection 4078684

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This finding aid was produced using ArchivesSpace on January 14, 2025.

Description is written in: English.

Describing Archives: A Content Standard

### Rare Book and Manuscript Library

Butler Library, 6th Floor  
Columbia University, Mail Code 1127  
535 W. 114th St.  
New York, NY 10027

Business Number: (212) 854-5153

Fax Number: (212) 854-1365

[rbml@libraries.cul.columbia.edu](mailto:rbml@libraries.cul.columbia.edu)

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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## Table of Contents

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Summary Information .....	3
Biographical / Historical .....	3
Summary .....	4
Arrangement .....	4
Administrative Information .....	4
Related Materials .....	5
Controlled Access Headings .....	6
Collection Inventory .....	6
Series I: Correspondence .....	6
Series II: Subject Files .....	6

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## Summary Information

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<b>Repository:</b>	Rare Book and Manuscript Library
<b>Creator:</b>	Dawson, Nancy, 1920-2001
<b>Title:</b>	Nancy Dawson and Herman Wouk Collection
<b>ID:</b>	4078684
<b>ID:</b>	MS#0331
<b>Date [inclusive]:</b>	1952-1965
<b>Physical Description:</b>	0.42 linear feet 1 document box
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	This collection contains primarily correspondence between author Herman Wouk and his secretary and research assistant, Nancy Dawson.

### Preferred Citation

Identification of specific item; Date (if known); Nancy Dawson and Herman Wouk Collection; Box and Folder (if known); Rare Book and Manuscript Library, Columbia University Library.

[^ Return to Table of Contents](#)

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## Biographical / Historical

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Nancy Dawson (né Nancy Scott Causey) was born on May 17th 1920 in Greensboro, North Carolina. She attended the School of General Studies from 1949 to 1951 and received a B.S. in English on October 31st 1951. A few years later she began working for writer Herman Wouk. Wouk was living in the Virgin Islands with his wife Betty Sarah and their two children, Abraham and Joseph. Since Wouk was an extremely private person, he wanted few people to be able to reach him. Dawson was his point person in the United States and was often called upon to run important errands and conduct business for him. As Wouk's research assistant, Dawson sent along bibliographies, research notes, and citations for relevant texts. She also handled all of his incoming mail. Any interesting letters were passed onto Wouk, but the bulk of the letters consisted of Dawson summarizing that week's mail.

[^ Return to Table of Contents](#)

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## Summary

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The Nancy Dawson and Herman Wouk Collection is composed primarily of correspondence between Wouk and Dawson over a nine year span. There is also a small amount of subject files related to Wouk as a writer and to specific works of his.

[^ Return to Table of Contents](#)

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## Arrangement

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This collection is arranged in two series.

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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### Revision Description

File created. xml document instance created by Lea Osborne. EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. 2009-06-26 2010-06-11 2019-05-20

### **Restrictions on Access**

This collection is located on-site.

### **Restrictions on Access**

Researchers must acquire written permission from Mrs. Ralph Burk Dawson in order to access the collection.

### **Terms Governing Use and Reproduction**

Reproductions may be made for research purposes. The RBML maintains ownership of the physical material only. Copyright remains with the creator and his/her heirs. The responsibility to secure copyright permission rests with the patron.

### **Immediate Source of Acquisition**

Source of acquisition--Nancy Dawson (Dawson, Mrs. Ralph Burk). Method of acquisition--Gift; Date of acquisition--1968. Accession number--M-68.

### **Processing Information**

Cataloged Christina Hilton Fenn 06/--/89.

### **Processing Information**

Papers processed Lea Osborne 2010/06.

### **Accruals**

Materials may have been added to the collection since this finding aid was prepared. Contact [rbml@columbia.edu](mailto:rbml@columbia.edu) for more information.

[^ Return to Table of Contents](#)

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## **Related Materials**

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### **Selected Material at Columbia**

[Herman Wouk Papers](#)

[^ Return to Table of Contents](#)

## Controlled Access Headings

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- Authors, American
- American literature -- 20th century
- Virgin Islands
- Biographical Sketches
- Research notes
- Personal correspondence
- Wouk, Herman, 1915-2019
- Columbia University -- Students

## Collection Inventory

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### Series I: Correspondence, 1956-1965

#### Scope and Contents

Series I contains letters sent between Nancy Dawson and Herman Wouk. Topics discussed included researching needs, family life (both Dawson and Wouk), current affairs, the field of publishing, and writing.

Title/Description	Instances	
1956-1959	box 1	folder 1
1960	box 1	folder 2
1961-1962 June	box 1	folder 3
1962 July-1963 December	box 1	folder 4
1964-1965 June	box 1	folder 5

[^ Return to Table of Contents](#)

### Series II: Subject Files, 1952-1960

#### Scope and Contents

This small series holds several files including biographical sketches about Herman Wouk used for publicity purposed, articles about his books, research notes for *Youngblood Hawke*, and several miscellaneous items.

Title/Description	Instances	
Biographical Material on Wouk, 1953- 1956	box 1	folder 6
Research Notes, 1952-1960	box 1	folder 7

Miscellaneous, 1954-1958, undated, 1954-1958, undated

box 1

folder 8

[^ Return to Table of Contents](#)