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Margaret Hutchins papers4078925

This finding aid was produced using ArchivesSpace on January 15, 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

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

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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Hutchins, Margaret, 1884-1961
Title:	Margaret Hutchins papers
ID:	4078925
ID:	MS#0638
Date [inclusive]:	1929-1954
Physical Description:	1.67 linear feet 4 document boxes
Language of the Material:	English .

Preferred Citation

Identification of specific item; Date (if known); Margaret Hutchins papers; Box and Folder; Rare Book and Manuscript Library, Columbia University Libraries.

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Biographical Note

Margaret Hutchins (1884-1961) was a renowned librarian, who made a lasting contribution to library reference service through practice, teaching, and writing.

A double major in Greek and philosophy at Smith College, Hutchins was a member of the Literary Society and the Philosophical Club and could also read French, German, and Latin. Upon her graduation with a bachelor of arts degree in 1906, she was elected to Phi Beta Kappa. She graduated with a bachelor of library science with honors in June 1908 from the University of Illinois and was a reference librarian at the University of Illinois Library from 1908 to 1927. She came to New York to work at the Queens Borough Public Library and, on a Carnegie Fellowship, pursued her master's degree at Columbia. After earning a degree in 1931, she joined the faculty of the Library School at Columbia. She wrote the classic reference text *Introduction to Reference Work* in 1944 (American Library Association). She retired from Columbia in 1952.

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Summary

Correspondence, memoranda, notes, course materials, and printed materials. The course materials consist primarily of notes, bibliographies, syllabi, and related items for the classes Hutchins taught on reference, government documents, and bibliography. The papers also deal with the library school curriculum, several committees of the American Library Association, and also of the Association of American Library Schools.

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Arrangement

This collection is arranged in one series: Series I: Margaret Hutchins papers, 1929-1954.

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Administrative Information

Publication Statement

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Butler Library, 6th Floor
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Revision Description

PDF replaced with full finding aid (JR) 2020-04-21

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

This collection has no restrictions.

Accruals

No additions are expected.

Accruals

Materials may have been added to the collection since this finding aid was prepared. Contact rbml@columbia.edu for more information.

Immediate Source of Acquisition

Source of acquisition--School of Library Service. Method of acquisition--Transfer; Date of acquisition--1981. Accession number--M-81.

Processing Information

Cataloged Christina Hilton Fenn 07/--/89.

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Related Materials

Related Materials

For additional materials, please consult the [School of Library Service records \(UA#0096\)](#) and the [Columbia University School of Library Service Records \(MS#0269\)](#).

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Controlled Access Headings

- Library education
- Women college teachers
- Librarians
- Columbia University. School of Library Service -- Curriculum
- American Library Association
- Association of American Library Schools

Other Finding Aids

[Legacy finding aid](#)

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Collection Inventory

Series I: Margaret Hutchins papers, 1929-1954

Title/Description	Instances	
American Library Association (ALA)		
Editorial Committee, Subcommittee on Guide to Reference Books	box 1	folder 1
Public Documents Committee, 1954 February-May	box 1	folder 2
Association of American Library Schools		
Committee on Curriculum Revision	box 1	folder 3
Committee on Research	box 1	folder 4
Correspondence		
General	box 1	folder 5
With Deans and Associate Dean	box 1	folder 6
Faculty Appointments. Correspondence and Report of Meeting with Dean	box 1	folder 7

Hutchins. Introduction to Reference Work	box 1	folder 8
Scope and Contents		
(Correspondence with ALA, 1940 September-1944 May 5; Correspondence regarding book; Hutchins' letter regarding Wyer's Reference Work, 1928)		
Home Study Course in Library Science - Reference Work		
Williams, 1929	box 1	folder 9
Hutchins, 1933	box 1	folder 10
Columbia School of Library Service – Curriculum		
Decisions re: Instruction relating to the Shelf-list, 1951 April 27	box 1	folder 11
LS 205 and 206 - Hutchins' undated notes and recommendations	box 1	folder 11
Hutchins' Comments to Miss Fay about Bibliography Courses, 1934 April 15	box 1	folder 11
Letter, Hutchins to Dr. Williamson on LS 206, 1935 July 12	box 1	folder 11
Morley, Linda. Basic Requirements for Special Library Unit Course and Hutchins' Notes on Curriculum copied from C.C.W., 1935 September 9	box 1	folder 11
White, C. M. A New Curriculum under Consideration for the School of Library Service, 1945 January 15	box 1	folder 11
School of Library Service - Plans for Re-organization, 1945 March 1	box 1	folder 11
Hutchins' Comments on March 1, 1945 Plans for Re-Organization	box 1	folder 11
Hutchins and Sewny. Report of the Sub-Committee on Audio-Visual Aids, undated	box 1	folder 11
Suggested Plans for Instruction in Government Publications by Hutchins, 1946 March 20	box 1	folder 11
Proposals for Revised Courses and Programs, 1945 April	box 1	folder 11
Hutchins' Comments on Proposals for Revised Courses and Programs, 1946 April 17	box 1	folder 11
Hutchins' Comments on Plan for Teaching Administration, 1946 July 23	box 1	folder 11
Proposal for a Program of Professional Study, Submitted to Committee on Instruction (COI), 1947 April 9	box 1	folder 11
Hutchins' Comments on April 9, 1947 Proposal	box 1	folder 11

Hutchins' Comments on the April 28 revision of the Committee's April 9, 1947 Proposal, undated	box 1	folder 11
Memo by Martin. Length and Scheduling of New Program of Study, 1948 January 5	box 1	folder 11
Memo by Martin. Structure of Courses in New Program of Study, 1948 January 7	box 1	folder 11
Hutchins' Comments on Martin's Tentative Outline of Psychological and Sociological Foundations of Reading, 1948 July 23	box 1	folder 11
Memo by Martin. Student Projects in M.S. Courses, 1948 October 15	box 1	folder 11
Resources Courses - Correspondence between Martin and Hutchins, 1948 March	box 1	folder 11
LS 115		
Reasons for Inclusion in Program and Tentative Outline, undated	box 1	folder 11
Tentative Outline of Course Content, 1947 November 15	box 1	folder 11
Comments on Course by Hutchins, undated	box 1	folder 11
Possible Ways of Handling Students without Sufficient Background by Hutchins, undated	box 1	folder 11
Methods of Teaching, memo by Hutchins, 1943 April 29	box 1	folder 11
LS 166		
Reader Services (combined Information and Advisory Services) Tentative Outline, 1947 November 15	box 1	folder 11
Hutchins' Letter to White, 1948 August 11	box 1	folder 11
Summary Sheet on Course, with Critical Comment, undated	box 1	folder 11
Letter, Martin to Hutchins on Committee Discussion on Dividing the Course, 1950 January 12	box 1	folder 11
Memo, Martin to Committee on Instruction on Reader Services Course and Foundations Courses, 1950 January 19	box 1	folder 11
LS 115 Letter, Martin to Tompkins - Record of Discussion on Course, 1949 December 16	box 1	folder 11
Evaluation of Reference Books - Lecture and Paper	box 1	folder 12
Evaluation of Reference Books - Encyclopedias, General	box 1	folder 13
Evaluation of Reference Books - Encyclopedias, Special	box 1	folder 14
Evaluation of Reference Books - Dictionaries, Special	box 1	folder 15
Evaluation of Reference Books - Literature, Biography		

	box 2	folder 16
Evaluation of Reference Books - Almanacs, Yearbooks, Handbook, Reference periodicals	box 2	folder 17
Advanced Bibliography (LS 301-302) - Mudge Course notes, 1929-1930	box 2	folder 18
Advanced Reference - Mudge Course, 1937-1938	box 2	folder 19
Advanced Reference - Mudge Course, 1930-1939	box 2	folder 20
Scope and Contents		
(Stencils, 1934-1938; Notes on course by five students, 1930-1936; C.F. McCombs' Stencils, 1935-1936; R.B. Phelps' Stencils, 1938-1939; D.M. Reed's Stencils, 1937-1938)		
Advanced Reference - Second Semester	box 2	folder 21
Scope and Contents		
(History of course; Readings - Reference function; Reference collection building; Evaluation and promotion of reference; Staff manuals; Administration of a reference collection; Departmentalization and staff specialization; Special collections; Archives; Reporting reference work; Children's periodicals (Mudge talk))		
Advanced Reference (361, 264) Hutchins - Introduction and Administration	box 2	folder 22
Advanced Reference - Card Catalog and Verification of References - Lecture and Problems	box 2	folder 23
Advanced Reference - Biography		
Lectures: Mudge, Phelps, Hutchins; Problems; Final Exam; Mudge creed	box 2	folder 24
Columbia Guest Book names - Problems	box 2	folder 25
Problems involving names on a collection of bookplates	box 2	folder 26
Advanced Reference - Quotations	box 2	folder 27
Advanced Reference - Historical Questions	box 2	folder 28
Advanced Reference - Geographical Questions	box 2	folder 29
Advanced Reference - Statistics	box 2	folder 30
Advanced Reference - Location of Materials, Locating printed and manuscript materials in outside libraries	box 3	folder 31
Advanced Reference - Interlibrary loan	box 3	folder 32

Scope and Contents

(Lecture notes: Mudge, Phelps, Hutchins; Problems; Correspondence)

Advanced Reference - Instruction in Use	box 3	folder 33
Government Publications, U.S., 1930s	box 3	folder 34
Scope and Contents		
(Lectures and discussions; Problems; Miles Price lecture on patents, 1956; Hutchins' report on the government publications course)		
Government Publications, U.S., 1940s	box 3	folder 35
Scope and Contents		
(Hutchins and Violet A. Cabeen - Class notes)		
Government Publications, State and Municipal	box 3	folder 36
Government Publications, Foreign - Great Britain and "Dominions"	box 3	folder 37
Scope and Contents		
(Syllabus for course)		
Government Publications, Foreign - France, Portugal, Germany, Spain, Italy	box 4	folder 38
Government Publications, Foreign - Course stencils	box 4	folder 39
Scope and Contents		
(League of Nations, final exam, 1941)		
Introduction to Bibliography (115) - Introduction and General Bibliography	box 4	folder 40
Introduction to Bibliography - National Bibliography and Author-Subject Bibliography	box 4	folder 41
Introduction to Bibliography - Special Bibliography and Index	box 4	folder 42
Introduction to Bibliography - Encyclopedia and Dictionary	box 4	folder 43
Introduction to Bibliography - Biographical dictionary and Atlas	box 4	folder 44
Introduction to Bibliography - Handbook, Collection, Statistics, Directory, Reference book selection, Test	box 4	folder 45
Information Services (168) - Lectures	box 4	folder 46

Scope and Contents

(Introduction; Citations; Use of catalog; Reference interview; Planning the search; Humanities; History; Comparison of authorities; Current information, including statistics; Procedures and customs; Pictures and maps; Bibliography and index making; Personal relations; Evaluation of service)

Subject Bibliography (262) - Course lectures

box 4

folder 47

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