

**A GUIDE FOR DONORS OF
ARCHIVAL MATERIALS**

*PERSONAL PAPERS,
ORGANIZATIONAL RECORDS
& BUSINESS RECORDS*

DEGOLYER LIBRARY

SOUTHERN METHODIST UNIVERSITY

DALLAS, TEXAS

HISTORY AND MISSION

One of the special collections at Southern Methodist University, DeGolyer Library began in 1914 with the early and intelligent collecting interests of Everette L. DeGolyer, Sr. After “Mr. De’s” death in 1956, the library was aggressively expanded by his son, Everett L. DeGolyer, Jr. For years, the collection was housed in the family home near White Rock Lake in Dallas. In 1974, the DeGolyer Foundation gave the library to SMU, where it is now located in the original Fondren Library building.

From its beginnings as a private collection, DeGolyer has grown into a nationally-known research library. DeGolyer holds approximately 140,000 volumes of rare and scholarly works in many fields, with notable strengths in the discovery and exploration of the Americas, the TransMississippi West, English and American literature, the history of science, and the history of business. In addition to printed books, the library preserves over 2,500 separate manuscript collections and over 900,000 photographs. DeGolyer Library is also the home of the Archives of Women of the Southwest and the University Archives. Each year, hundreds of undergraduate and graduate students, faculty, visiting scholars, writers, researchers, and friends in the community consult and study materials at DeGolyer. Our complementary goals are to build our collections and to support advanced research.

While we purchase as many items as we can afford, our funds are not unlimited. Like all research libraries, we rely heavily on donations of materials, especially in the case of personal, organizational, or business papers. This guide is designed to highlight some of the existing archival strengths of DeGolyer and to suggest ways potential donors might help us in expanding collections of primary materials at SMU.

OVERVIEW OF MANUSCRIPT COLLECTIONS

Manuscript holdings presently consist of well over 2,500 separate collections, ranging in size from single items to thousands of letters. It is difficult to categorize such heterogeneous materials except to say that most collections bear on our interests in Texas, the West, Mexico, business history, and literature. Perhaps a short list of examples, taken almost at random, will illustrate the kinds of materials collected by DeGolyer Library. Here one will find the ledger of the Jenkins Drug Co., Italy, Texas, 1928-1930; the papers of Cullum & Boren Sporting Goods, Dallas, 1900-1980; a labor contract for freedmen in Marshall, Texas, 1865; a record book of legal cases handled by J. & D. Brockway, Shawnee County, Kansas, 1861-1869; letters written by J.H. Merrill from the gold fields of California, 1851-1852; account books and letter books of Minas del Compromiso de Vetagrande, 1788-1809, Zacatecas, Mexico; correspondence between author William Humphrey and publisher Nick Lyons, 1960-1980; the essays and book reviews of Ermance Rejebian, 1906-1991; and the papers of the Lowell Press, Kansas City, Missouri. As a cross-section of the entire body of manuscript holdings, this short list is typical of the kinds of materials housed here.

Some of the more extensive archival collections include the following:

- ❖ **ARCHIVES OF WOMEN OF THE SOUTHWEST** documents the historical experience of women from the 19th century to the present. The Archives includes papers of leaders in women’s organizations and social and political reform movements; papers of women in the professions, business, the arts, and voluntary service; papers of families and of women in

private life; and records of women's organizations. In a short period of time, the Archives have grown to include over 200 collections. Papers include those of journalist Lee Cullum, realtor Ebby Halliday, civic leader Anita Martinez, bookseller Elizabeth Ann McMurray, activist Maura McNeil, attorney Louise Raggio, publisher Charlotte Whaley, and the family papers of Frances Golden Ware, among others.

- ❖ **THE BALDWIN LOCOMOTIVE COLLECTION** is devoted to the largest and most influential manufacturer of steam railroad locomotive engines in the world. This collection includes books, specifications, engineering drawings, blueprints for engines, advertising and corporate publications, manuscripts, and photographs.
- ❖ **THE RONALD DAVIS ORAL HISTORY COLLECTION ON THE PERFORMING ARTS** was formed over a thirty-year period by Dr. Ronald Davis, recently retired from the History Department at SMU. The goal of the Oral History Collection was to gather primary source material for future writers and cultural historians on all branches of the performing arts. The typed transcripts of over 500 interviews, with figures from "B" movies to Hollywood legends, are housed in DeGolyer Library.
- ❖ **THE DEGOLYER PAPERS** represent the papers of Everette Lee DeGolyer, Sr., his wife Nell, and other family members. DeGolyer's papers are the most extensive of this collection and provide rich documentation of his life and career as a geologist, businessman, and collector. Nell DeGolyer's papers document her life as a student, wife, mother, grandmother, volunteer, and philanthropist.
- ❖ **EVERETT LEE DEGOLYER, JR. RAILROAD PHOTOGRAPHS** encompass 15 filing cabinets of photographs and film negatives on U.S. railroads. The collection is arranged alphabetically by name of railroad and further subdivided by locomotive number or car type.
- ❖ **THE HORTON FOOTE PAPERS** include over 276 linear feet of material documenting the career of the Pulitzer and Academy Award-winning playwright, author, and film-maker. The collection includes manuscripts, scrapbooks, handwritten drafts of screenplays, diaries, letters, photos, and family memorabilia of the Texas native whose career spanned seven decades in film, stage, and television.
- ❖ **THE GEORGE W. COOK DALLAS/TEXAS IMAGE COLLECTION** is an important addition to the DeGolyer Library and is a wonderful resource for research in Dallas and Texas history. The strength of the Cook Collection lies in its visual images (over 2,200 photographs and 15,000 postcards), but there are also significant manuscripts, diaries, albums, banknotes, ephemera, books, pamphlets, broadsides and objects related to the city of Dallas and Texas.
- ❖ **THE STANLEY MARCUS COLLECTION** comprises an archive of over 360 boxes containing correspondence, speeches, reports, advertising material, newspaper clippings, posters, films, memorabilia, and printed materials by and about Stanley Marcus, CEO Emeritus of Neiman-Marcus. Neiman-Marcus was founded in 1907 by Herbert Marcus and Carrie Neiman. The Marcus collection documents the rise of Neiman-Marcus, the growth of its famous printed catalogs and its renowned series of Fortnight celebrations, as well as Stanley Marcus' involvement on the War Production Board and many other civic and educational boards. It also documents his life as a private collector of rare books and art.
- ❖ **BELO CORPORATION RECORDS** consists of approximately 700 linear feet of business documents and artifacts preserved by the company's leadership since its establishment in 1842. The corporate archive comprises operational documents of Belo Corp. and A.H. Belo

Corporation, as well as records of its constituent properties: publishing companies, radio and television stations and online media, either founded or purchased by the Belo Corporation.

- ❖ **JCPENNEY ARCHIVES.** In 2004, JCPenney donated its corporate archives and the papers of James Cash Penney (1875-1971) to DeGolyer Library. The Penney Archives includes over 20,000 photographs, 1,500 linear feet of correspondence, speeches, ledgers, catalogs, and company publications documenting more than 100 years of corporate history as well as advertisements from 1903 to the late 1990's.
- ❖ **THE TEXAS INSTRUMENTS HISTORICAL ARCHIVES** was donated to SMU in 2005. As part of TI's 75th Anniversary celebration, the leadership of the company recognized the value of making its archives accessible to future researchers. The TI Archives consists of over 1500 cubic feet of papers, photographs, and other artifacts. It is an especially rich source for students of business history, technology, and engineering. The Texas Instruments Historical Archives includes records of TI's predecessor company, GSI; papers of the company founders; documents from key projects; early inventions; prototype products; and samples of consumer and business products. The TI Archives represent the extraordinary history, breadth, and success of Texas Instruments as a leader in the technological revolution.
- ❖ **UNIVERSITY ARCHIVES** is the official repository for historical records, photographs, documents, and memorabilia concerning the establishment and growth of Southern Methodist University. The collection has files of the annual reports of the presidents, as well as large holdings of news clippings, photographs, papers of former faculty members, SMU publications, and internal documents.

WHAT TO DONATE

Staff at DeGolyer work closely with donors to identify those materials of research interest that should be preserved. Although not all papers and records fall within the collecting mandate of DeGolyer, the types of materials listed below are often useful for research. Materials need not be old. In fact, in order to ensure the preservation of the history of more recent decades, DeGolyer often acquires collections from the 20th century. These lists are suggestive but not definitive.

PERSONAL & FAMILY PAPERS: Letters, diaries, journals, speeches, lectures, albums, scrapbooks, memoirs, reminiscences, photographs, films, digital media, videotapes and audiotapes

ORGANIZATIONAL RECORDS: Articles of incorporation, constitutions, bylaws, correspondence, planning documents, architectural records, legal documents, diaries, minutes of meetings, reports, memoranda, newsletters and other publications, photographs, directories, summary financial documents, press releases, programs of events, membership records, electronic records, and research and subject files

BUSINESS RECORDS: Articles of incorporation, bylaws, correspondence (especially of senior officers), planning documents, architectural records, legal documents, minutes of meetings, reports, memoranda, newsletters and other publications, directories, summary financial documents, press releases, photographs, staff files, electronic records, and research and subject files

Because the research value of papers and records may be diminished if items are removed or rearranged, donors are encouraged to contact the staff at DeGolyer before discarding or disturbing materials. Before making a commitment, potential donors are urged to visit with us.

SPECIAL INTERESTS

It is a misconception that one must be famous or distinguished in some way in order to leave materials to a research library. The truth is that some of our most valuable acquisitions, from an historical point of view, are records left behind by ordinary people. For example, DeGolyer recently acquired over eighty letters written by a Navy seaman, Sullivan Thompson, to his mother in Holland, Texas, in 1918-1919. Thompson was a homesick farm boy, writing about his new experiences and the great world beyond Bell County. We also have the diary of Christina Moore (born May 18, 1888), kept 1901-1902, in Arkansas. Its handmade cover reads "Sunshine Diary" and details the life of a 12-13 year-old girl and her activities including school, family life, love of food, quilting, fishing, holidays, and singing lessons. Christina also writes of her grief over the assassination of President McKinley. The text of a sermon is folded in front of the diary.

Similar materials from the daily round of life are always of interest to us. Most Americans go to school, fall in love, raise a family, get a job, start a business, follow a profession, get involved in politics, or serve a host of causes. In the course of their lives, they often accumulate papers that document their experiences (or they inherit papers that have been in their family for generations). Such materials can help to illuminate the human condition, and we encourage individuals who own extensive collections of papers of one kind or another to consider depositing them at DeGolyer Library, where they will be preserved and made accessible for scholars in the future. In cases where certain collections might be out of scope for us, or more useful if deposited in another library, we will also work with donors to identify other institutions, in Texas and elsewhere, that might provide a better home for a particular collection.

At DeGolyer, we are especially interested in adding to our holdings in the following areas:

- ❖ personal letters and diaries
- ❖ literary papers
- ❖ papers of women and women's organizations
- ❖ materials bearing on ethnic groups in Texas and the West
- ❖ railroad records, from the 19th century to the present
- ❖ papers of ranching and agricultural enterprises
- ❖ records of political organizations and campaigns, from grass-roots efforts to the national level
- ❖ business records, from sole proprietorships to large corporations
- ❖ papers of non-profit, educational, scientific, environmental, and cultural organizations
- ❖ SMU materials, especially those that document student life and activities as well as papers of faculty and staff

FUNCTIONAL CATEGORIES OF RECORDS GROUPED BY RELATIVE IMPORTANCE

Usually Valuable

Academic record cards	Elections, certificates, and returns	Poll lists
Acts, legislative	Electronic records	Proceedings
Addresses	Guides	Proclamations
Albums	Handbooks	Recollections
Autobiographies	Histories	Regulations
Briefs Broadsides	Indexes	Reports, annual
Brochures	Interviews	Reports, audit
Budgets	Journals, research	Reports, research
Bulletins	Laws	Resolutions
By-laws	Legal opinions	Rolls
Cadasters	Logs	Rosters
Calendars	Manuals, policy	Rules
Catalogs	Manuals, procedure	Speeches
Census rolls	Memoirs	Statutes
Constitutions	Memorials	Studies
Credences	Messages, official	Summaries
Diaries	Militia lists Minutes	Surveys
Digests	Muster rolls	Synopses
Directions	Newsletters	Tax returns
Directives	Orders	Testimonials
Directories	Organizational charts	Wills
Dockets	Platforms	

Often Valuable

Abstracts	Files	Pardons
Agendas	Files, personnel Files,	Payroll summary cards
Agreements	research	Petitions
Announcements	Film strips	Photographs
Awards	Financial statements	Plans
Books	Issuances	Poems
Cables	Journals	Posters
Certificates	Kinescopes Ledgers	Publications
Charts Circulars	Letter books	Recommendations
Collections	Letters, personal	Registers
Contracts	Lists Maps	Reports, progress
Correspondence	Memoranda	Schedules Scrapbooks
Course outlines	Monographs	Specifications, building
Despatches	Motion picture film	Subject files
Diagrams	Music	Tape recordings
Disk recordings	Negatives, photographs	Tariffs
Documents	Order books	Telegrams
Drawings	Papers, personal	
Field notes		

Occasionally Valuable

Assessment records	Jackets	Property control listings
Bonds	Lectures	Recommendations
Cards Case files	Lists	Reprints or separates
Catalogs	Materials Nominations	Returns
Clippings	Notebooks	Schedules
Committee files	Notices	Scrapbooks
Course materials	Oaths	Sketches
Examination questions	Payrolls	Statements
Folders	Press releases	Statistical tables
Instructions	Program documentation	Tabulations
Inventories		Tapes, transcribed
		Transcripts
		Videotapes

Often Without Value

Account books
Accounting statements
Addresses, manuscript version of published
Applications
Appointments
Authorizations of actions posted to permanent records
Ballots
Bank statements
Bills, financial

Budget work papers
Cash books
Checks cancelled
Claims
Class books

Usually Without Value

Duplicate copies
Office supplies

TRANSFER OF MATERIALS TO DEGOLYER LIBRARY

After working with donors to identify materials appropriate for preservation, staff will make arrangements to have the papers or records transported to DeGolyer. Legal transfer of the materials from the donor to DeGolyer occurs when the donor reviews and signs a gift agreement formally making a gift of the collection to SMU. All DeGolyer collections belong to the University. DeGolyer Library can only invest materials and labor in the care of collections that it owns.

RESTRICTIONS ON ACCESS

Sensitive material may, at times, be found within collections. Library staff will discuss with a donor the possibility of restricting parts of a collection to protect the privacy of the donor or of others. Although desiring to make all papers and records freely accessible to researchers, DeGolyer will normally agree to reasonable and equitable restrictions for limited periods of time.

COPYRIGHT

Copyright generally belongs to the creator of writings and other original material (such as photographs), and can be legally transferred. To enable researchers to quote readily from collections, we ask donors to transfer any copyright that they possess to DeGolyer Library, Southern Methodist University. Copyright in literary manuscripts generally remains with the author, unless other arrangements have been made.

MONETARY APPRAISALS FOR TAX DEDUCTIONS

In certain circumstances, the "fair market value" of materials given to SMU may be claimed as a charitable donation on income tax returns. Donors are encouraged to speak with their accountants or tax attorneys about this possibility. DeGolyer staff cannot give tax advice or appraise the monetary value of a collection. If a professional appraisal is called for, it is the donor's responsibility. The cost of the appraisal must always be

weighed against the value of the collection. The IRS publication "Determining the Value of Donated Property" (no. 561) is helpful.

CARE OF THE COLLECTIONS

Collections are kept in environmentally-controlled, secure, closed storage rooms and do not circulate outside the library. Staff members retrieve them from the stacks for research use in the reading room. When the library is closed, the collections are protected by an electronic security system.

To provide access, DeGolyer staff arrange and describe (catalog) collections of papers and other archival materials. They prepare inventories that are used by researchers to select materials to study. To provide information about DeGolyer's holdings, the staff also enter descriptive records into the SMU online catalog and into international databases of archival materials. There is at least a minimal catalog in the SMU online catalog for every manuscript collection, and a growing number of collections are described online in more extensive finding aids. For links to the finding aids, see http://legacy.lib.utexas.edu/taro/browse/browse_smu1.html.

Some archival collections may contain materials that have physically deteriorated or are fragile. If necessary, staff will consult with professional conservators to decide upon appropriate treatment.

FINANCIAL SUPPORT

Providing for the physical and intellectual control of valuable collections is expensive. At times in the past, DeGolyer has been unable to accept archival collections simply because the costs of processing and storing materials were beyond our budget. In addition to the professional time and expertise required to describe and arrange a collection and produce the various finding aids that make access to the materials possible, DeGolyer must also pay for shipping, cleaning, conservation supplies, and acid-free folders and boxes to house archival collections. Direct costs typically range from several hundred dollars to tens of thousands, depending on the size of the collection, its condition, and the nature of its organization. Donors who are able to do so are encouraged to provide financial support for the processing and maintenance of their papers or records. This is done in two ways: as a one-time financial gift to provide for the processing of a particular collection, or in the case of very large or complex collections, as an annual commitment to support the processing of materials. Cash gifts to DeGolyer Library are fully tax-deductible. The financial support of donors and friends in this regard is greatly appreciated; all such gifts are crucially important in helping us preserve important primary materials for the future.

FOR FURTHER INFORMATION

To discuss donating a collection of personal, organizational, or business papers, please contact us.

Phone number: 214-768-3637

Email: degolyer@mail.smu.edu

On the web: <https://www.smu.edu/libraries/degolyer>

And we still accept letters in the mail:

DeGolyer Library

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