The Finding Aid of the Pepperdine University Women's Organizations Collection 0109

Jamie Henricks
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Pepperdine University. Special Collections and University Archives.
March 2013
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URL: https://library.pepperdine.edu/collections/boone-special-collections-university-archives.htm
Language of Material: English
Contributing Institution: Pepperdine University. Special Collections and University Archives.
Title: Pepperdine University Women’s Organizations Collection
Identifier/Call Number: 0109
Physical Description: 2.5 Linear Feet (2 boxes, 1 scrapbook)
Date (inclusive): 1937-1984
Abstract: The collection contains materials created by women’s organizations of George Pepperdine College and Pepperdine University. Items include member directories and handbooks, financial records, meeting minutes, invitations, correspondence, memos, a scrapbook, and a gavel. Materials range in date from 1937 to 1984.

Language of Material: Materials are in English.

Conditions Governing Access
Advance notice required for access.

Conditions Governing Use
Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

Preferred Citation
[Box/folder# or item name], Pepperdine University Women’s Organizations collection, Collection no. 0109, Special Collections and University Archives, University Libraries, Pepperdine University.

Immediate Source of Acquisition
Materials were collected from University Archives files. Some materials were donated by Helen Young in the 1980s.

Scope and Content
The collection contains materials created by women’s organizations of George Pepperdine College and Pepperdine University, including the George Pepperdine College Mother’s Club, the Faculty/Staff Women’s Club, the Faculty Wives Club (later Pepperdine University Women), and Professional Women of Pepperdine (PWP). Items include member directories, “yearbooks” (which include information that a handbook, directory, and calendar would include but all in one publication), financial records, meeting minutes, invitations, correspondence, memos, a scrapbook, and a gavel. Materials range in date from 1937 to 1984.

Arrangement
The collection is arranged in the following four series: Series 1. George Pepperdine College Mother’s Club; Series 2. Faculty/Staff Women’s Club; Series 3. Faculty Wives Club and Pepperdine University Women; and Series 4. Professional Women of Pepperdine (PWP).

Related Archival Materials
The Associated Women for Pepperdine records 0045 includes materials about a similar Pepperdine women’s organization. Information about these organizations collected by Helen Young and Helen Pepperdine may also be found in the M. Norvel and Helen Young papers 0014 and the George Pepperdine Family papers 0026. Photographs, negatives, and slides related to women’s organizations can also be found in the Pepperdine University Archives Photographs, Negatives, and Slides 0031, or online via the Pepperdine Digital Collections, in the University Archives Photograph Collection (http://pepperdine.contentdm.oclc.org/cdm/).

Processing Information note
The collection was arranged and described by Jamie Henricks in March, 2013.

Subjects and Indexing Terms
Los Angeles (Calif.) -- History
Memorandums
Handbooks, manuals, etc.
Financial records
Women -- Societies and clubs
Women -- California -- History
Orange County (Calif.) -- History
Malibu (Calif.) -- History
Clippings
Correspondence
Administrative records
Faculty/Staff Women's Club
Faculty Wives Club
George Pepperdine College Mother's Club
Young, Helen
Pepperdine University Women
Professional Women of Pepperdine

box 1  Series 1: George Pepperdine College Mother's Club 1943-1965
box 1  Treasurer's Report Book 1943-1958
box 1  Meeting Minutes 1950-1965
box 1  News Clippings, Questionnaire, and Announcements circa 1950-1963
box 1  Account Statements 1957-1960
box 1  Scholarship Donation Acknowledgement Letters 1959-1961
box 1  Invitations 1960-1962
box 1  Series 2: Faculty/Staff Women's Club 1969, 1981
box 1  Invitations 1969, 1981
box 1-2 Series 3: Faculty Wives Club and Pepperdine University Women 1937-1984
box 1  Yearbooks and Membership Directories 1937-1983
box 2  President's Gavel (Doris Squire) 1940/1941
box 1  Membership Invitation Letter 1951 October 8
box 1  Constitution undated
box 1  Miscellaneous Correspondence 1967-1984
oversize Scrapbook  Scrapbook early 1960s
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box 1  Series 4: Professional Women of Pepperdine (PWP) undated
box 1  Memos undated