

Frances Marguerite Pollard Papers Report
Archival Methods
History 5030
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Frances Marguerite Pollard Collection Collection Summary

Dates: 1947 [1965-1985] 1992

Volume: c. 53 cubic feet, plus one small, two-drawer card catalog.

History/Biography:

Frances Marguerite Pollard was born in Florence, Alabama, on October 7, 1920. She graduated from Selma Junior College in 1938 and began her career as a librarian and educator. During the late 1930's and early 1940's, she taught at several elementary and high schools in Alabama.

In 1941, Pollard received her B. S. in Education from Alabama State College. She received her M. S. in Library Science from Western Reserve University in 1949, and continued her post graduate work at Columbia [1952-1954]. In 1963, she received her Ph.D. in Library Sciences and Sociology from Western Reserve University. During this period, she served as a children's room student aid at the Sterling Branch of the Cleveland Public Library [1948-49], and assistant librarian [1949-61] and later head librarian [1961-63] at Alabama State College.

In 1963, Pollard became an associate professor and an administrative assistant at Eastern Illinois University's Booth Library in Charleston, Illinois. From 1970 to 1979, she was a professor and chair of the Department of Library Sciences. From 1979 until her death in 1992, she served as executive assistant for Library Services.

Pollard was an active member of many organizations throughout her tenure at Eastern. These organizations included: American and Illinois Library Associations; International Association of University Women; American Sociological Association; AAUP; AAUW and Alpha Kappa Alpha. She chaired the College/University Relation Committee of the Illinois Division of the AAUW and was its branch representative to Eastern. Awards and honors received during her library career include: General Education Board Fellowship 1952-53 and 1953-54; president, Illinois Association of College and Research Libraries [1978-79]; and the Outstanding Achievement and Service in the field of Library Science from the Alumni Association, School of Library Science, Case Western Reserve University [1979].

Pollard contributed to several publications: *Major Problems in the Education of Librarians* (contributor), Columbia University Press, 1954; *Proceedings of Personnel Evaluation Institution* [editor] 1975; *Illinois Literary Reflections of the Bicentennial Year: What Reading Does for People* (co-authored) LSCA Title I Project, 1977; and "Humanware Evaluation" *Illinois Libraries*, September 1986.

Pollard died on July 4, 1992 following a long battle with cancer, and is buried in Florence, Alabama.

Scope and Content:

The collection contains records pertaining to Pollard's faculty appointment and administrative position with Eastern Illinois University's Library Sciences Program [1970-1979] and Library Services Department, and her role in the larger library services profession. Also included are personal items and publications. EIU's Library Science Program [1947-1979], Library Services Department [1963-1992] and library service profession [1963-1992] are documented through annual reports, minutes, memoranda, correspondence, policies and procedures, course files, class rosters and student's grades, handbooks, scrapbooks, brochures, newspaper articles, photographs, audio tapes and vinyl sound recordings, and subject files. Items of personal nature [1963-1992] include: correspondence, personal planners, yearbooks, photographs and realia. Publications [1963-1992] relate to EIU library programming, library supply catalogs, collected articles and articles published by Frances Pollard.

The strengths of the collection are the records documenting the Library Science Program prior to 1980, and those documenting her professional career, activities, and involvement at the university. The records recommended for retention from this collection will fill the gaps in the Library Science Program series currently held by the University Archives, and will illustrate the life and activities of Pollard while she served the university.

Weaknesses of the collection include the lack of clear series arrangement. A majority of records also duplicate existing records currently held by the University Archives, or are outside the scope of the institution's mission.

Arrangement:

The Pollard collection has little or no arrangement. Members of the Dean's office removed records from her office after her death and sent them to the University Archives (1992 or 1993). The majority of the records were boxed in no specific order, with the exception of four filing cabinets that were removed with records apparently undisturbed. Since the collection was unorganized and no discernable series could be found, series were imposed on the collection. The History 5030 class imposed four series on this collection: Library Science Program, General Library Administration and Information, Frances Pollard Personal records, and Publications.

Confidential or Restricted Material:

The collection contains records that may qualify for restricted use. These include personnel material, teacher evaluations and student transcripts.

Condition:

Though unorganized, the collection is in good condition. Paper clips, staples, and rubber bands are present throughout the collection and are the only preservation concern.

Recommendation for retention:

The Library Science Program Series fills gaps in an existing Library Science series currently held by the University Archives. The General Library Administration and Information Series documents Pollard's work in library administration during her tenure, and adds to existing library materials in the archive's collection. The Frances Pollard Personal Series documents her life and activities from involvement at the university since the early 1960s. The Publications series, consists of a duplicate copy of the Warbler, and is recommended for deaccession to the Library's Archives collections. In addition, these materials may be used for future exhibits and/or research on the library, Library Science program, and the staff of Eastern.

The university archivist has recommended that approximately 10% of this collection may be retained. The History 5030 class recommends that approximately two cubic feet of records are valuable for retention. The estimated volumes are as follows: Library Science Program: 1 cubic foot; General Library Administration and Information: approximately 2/3 cubic foot; and Frances Pollard Personal Series: approximately 1/3 cubic foot.

**Frances Marguerite Pollard Collection
Series Description
And Recommendations**

Series I

Series Title: Frances Pollard Personal

Dates: 1958-1985

Total Volume: 1 cubic foot

Recommended for retention: c. 1/3 cubic foot

Content: This series, for the most part, documents the personal life and activities of Pollard while employed at Eastern Illinois University [1963-1992]. Items include personal correspondence, planners, biographical sketches and activities, published articles, awards, photographs, and realia. A 1958/59 Alabama State College Yearbook predates her tenure at Eastern.

Confidential or Restricted Material: none.

Condition: good.

Materials recommended for retention: The following records were chosen to document Pollard's life and activities during her tenure at Eastern.

Box C-0317: 1980 planner with personal correspondence and photograph; and an original copy of biographical information submitted to *Who's Who in Library and Information Services?*

Box C-0320: Personal correspondence; and two hornbooks (one presented by a 3rd grade class).

Box C-0328: Personal correspondence.

Box C-0329: Two business cards.

Box C-0332: Informal one-page autobiographical sketch.

Box C-0335: *The Hornet* (Alabama State College) Yearbook, 1958-59.

Box C-0337: EIU decal with Old Main; two booklets on Eastern Dames (1982, 1983); and two articles written by Pollard.

Box C-0339: Book exhibit entitled "Red, White, Black, Brown, Yellow: Minorities in America" by Pollard (1970).

Box C-0351: Recognition certificate (framed) awarded to Pollard; and a Sorority membership (framed).

Cabinet 16, top drawer: File on Pollard's professional activities (1983-1985).

**Frances Marguerite Pollard Collection
Series Description
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Series II

Series Title: General Library Administration and Information

Dates: 1968-1980s

Total Volume: c. 15 cubic feet

Recommended for retention: c. 2/3 cubic foot

Content: This series documents Pollard's role in Booth Library Administration, and other library administrative activities. The majority of the records are from her employment as chair of the Department of Library Sciences [1970-1979] and as executive assistant for Library Services [1979-1992]. Items include annual reports, memoranda, interdepartmental correspondence, library event's information, photographs, and a 45 rpm record and audiocassettes.

Confidential or Restricted Material: none.

Condition: good.

Materials recommended for retention: The following records were chosen to document Pollard's role in library administration and add to the existing records of the library currently held at the archives.

Box C-0320: Annual Reports and related records for the years 1980-1983; Photograph of Jim Edgar and Daniel Marvin at Booth Library Ribbon Cutting Ceremony.

Box C-0328: A 45 rpm recording, *The Echoes of EIU – I'll trade a Lifetime* [5:09 minutes long]; and copies of three different eulogies of former co-workers (librarians) sent to Frances Pollard.

Box C-0330: Correspondence received from other colleges and libraries, EIU interdepartmental memos, etc. [1970-1978].

Box C-0338: Memo to Dean Kirby from Pollard about concerns of safety in regards to a strike on campus [1977].

Box C-0340: "Trezza, Alphonse F." folder containing information on this national speaker. Folder includes correspondence, receipts for travel, copies of lecture brochures, and photographs.

Box C-0341: Note from Pollard to other library staff expressing her enjoyment of teaching Library Science courses and her hopes that these students feel likewise. [Note this could be considered as Personal Material or Library Science Material]

File Cabinet 14, drawer 4: Annual Reports from EIU Booth Library [1980s].

File Cabinet 16, drawer 2: Library administrative and special events information; and course material used by Pollard for Library Science classes [1985-1988].

File Cabinet 17, drawer 2: Library Science material pertaining to the *Illinois Reflections of Bicentennial Year 1974-1976*. Included are correspondence, analysis forms, personal public responses, financial records and follow-up correspondence.

File Cabinet 17, drawer 4: Audiocassettes from the *Illinois Reflections of Bicentennial Year 1974-1976* from various Illinois cities and towns [1975], including Decatur (3), Charleston-Mattoon (6), Casey (3), Sullivan (5), Olney (2), Springfield (3), Mt. Carmel (2), St. Elmo (3), Robinson (4), and Effingham (3).

Frances Marguerite Pollard Collection
Series Description
And Recommendations

Series III

Series Title: Library Science Program

Dates: 1970-1979

Total Volume: c. 10 cubic feet

Recommended for retention: c. 1 cubic foot

Content: This series documents the Department of Library Science and the Library Science program from 1970-1979. Material contains information relating to Pollard's position as chair of the program during this period. Items include correspondence, memoranda, meeting minutes, administrative documents, class rosters, course outlines, student reports, and the Library Science self-study and accreditation reports.

Confidential or Restricted Material: This series contains records that may qualify as restricted use. These include personnel material, teacher evaluations and student grades. See File Cabinet 15 Drawer 1 and small, two-drawer filing cabinet.

Condition: good.

Materials recommended for retention: The following records were chosen to fill gaps in existing Library Science program series.

Box C-0316: Memos, surveys, and meeting minutes from the Graduate School of Library and Information Science [1973, 1976-1979, 1983]; and memos, meeting minutes and other papers from the Library Science Department.

Box C-0318: Interdepartmental memos, class rosters and course plans for Library Science program; and correspondence received by Pollard from students and potential students.

Box C-0320: Manuscript copy of *What You Always Wanted to Know About Booth Library, But Were Afraid to Ask*.

Box C-0321: Copies of weekly staff meeting minutes [1971-1979]; Library Science class enrollments; number of enrollments by quarters and years [1965-1981]; number of students by quarters and years [1965-1977]; and Library Science courses taken by EIU graduate students [1965-1975].

Box C-0324: Minutes of the Library Science faculty meeting [1982-1983].

Box C-0326: Correspondence from the Library Science department [1978-1983].

Box C-0334: Library Science student report [1978].

Box C-0335: Brochures, booklets, and papers included for undergraduate and graduate Library Science classes.

Box C-0344: Student evaluation sheets and student reference letters, Library Science syllabi, class exercises, and memoranda, brochures and staff meeting minutes [1974-1980].

Box C-0347: Correspondence from students [1977-1978].

Box C-0349: Correspondence regarding EIU Library Science program.

Box C-0350: Letter from Frances Pollard to EIU Vice-President Holt regarding steps to be taken by the Library Science department to stay within budget [1972].

File Cabinet 14, drawer 1: Review of the Library Science program self-study (clippings, pamphlets, photographs, including a number of drafts).

File Cabinet 14, drawer 2: Historical background of EIU's Library Science Program.

File Cabinet 15, drawer 1: Personnel information; Teacher evaluation; and administrative documents.

File Cabinet 15, drawer 2: Graduate school information: containing papers, brochures, pamphlets and published booklets.

Small two-drawer filing cabinet: Student records of EIU Library Science courses taken and grades received.

**Frances Marguerite Pollard Collection
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Series IV

Series Title: Publications

Dates: 1974

Total Volume: c. 27 cubic feet

Recommended for retention: one volume (bound)

Content: This series contains publications collected by Pollard from the 1960s to 1991. These include various EIU catalogs, brochures and newsletters, Eastern News [various dates], library service organization catalogs, various library supply catalogs, yearbooks and handbooks, and other minor publications.

Materials recommended for retention: Many of the publications bear no relation to the Library Science program, Eastern Illinois University, or Pollard. The only publication of possible use would be a 1974 *Warbler*. It is recommended that this volume be deaccessioned from the collection and used by the University Archives as an additional reference copy.

Box C-0329: 1974 *Warbler*.