

FINDING AID FOR
UT SOUTHWESTERN PRINT COLLECTION

ARCHIVES
LIBRARY, UNIV. OF TEXAS SOUTHWESTERN MEDICAL CENTER DALLAS

Updated 1-20-09

SCOPE AND CONTENT:

The *UT Southwestern Print Collection* contains a wide variety of documents by and about the University of Texas Southwestern Medical Center at Dallas, its predecessor institutions, and affiliated persons. The earliest documents date from the early 1940's and pertain to the founding of Southwestern Medical School, which opened in 1943.

Books and journals by and about UT Southwestern published for distribution outside the campus are listed in the Library's online catalog and shelved in the Archives area.

Other print materials (including both unpublished items and those published only for distribution within the campus) are arranged by subject using the headings listed below under "Arrangement." These items are filed in the Archives area and are not individually listed in the Library's online catalog.

Photographs of the campus and its people are in the *UT Southwestern Photo Collection*, which has a separate arrangement plan, described in a separate document. They are not individually listed in the Library's online catalog.

BRIEF HISTORY OF THE ORGANIZATION:

Southwestern Medical School began operation in 1943, following several years of planning. The school joined the University of Texas system in 1949. In 1974, after the establishment of a Graduate School of Biomedical Sciences and a School of Allied Health Sciences the name of the campus changed UT Health Science Center at Dallas. In 1987, the name changed to UT Southwestern Medical Center at Dallas.

ORGANIZATION WEB SITE: www.utsouthwestern.edu

CREATOR OF COLLECTION: UT Southwestern Medical Center Library

SOURCE OF MATERIALS AND DATE RECEIVED:

Published materials by and about the campus have always been collected by the Library. Unpublished materials have been donated to the Library.

DATE SPAN: 1943-Ongoing

SIZE OF COLLECTION:

The collection includes about 15 linear feet of books and the contents of 16 file cabinets.

ACCESS OR USE RESTRICTIONS:

Materials are to be used under supervision within the Library Administrative suite.
 Exceptions require approval of the archivist.

BOOKS ABOUT UT SOUTHWESTERN:

Anesthesiology at the University of Texas Southwestern Medical Center at Dallas: The
 First Fifty Years
 Adolph H. Giesecke
 WO 211 AT4 G455A 2001 ARCHIVES

From Rags to Riches: The Phenomenal Rise of the University of Texas Southwestern
 Medical Center at Dallas
 Errol C. Friedberg
 W 19 F911F 2007 TOP-FLOOR and ARCHIVES

Selected Recollections of the University of Texas Southwestern Medical School, Dallas,
 Texas
 George J. Race
 WZ 70 AT4 S464 1997 TOP-FLOOR and ARCHIVES

Surgery: The First Fifty Years, 1943 to 1993; A History of the Department of Surgery
 The University of Texas Southwestern Medical School and Parkland Hospital
 Ronald F. Garvey
 WO 11 AT2 G244S 1993 ARCHIVES

The University of Texas Southwestern Medical School: medical education in Dallas,
 1900-1975
 John S. Chapman
 W 19 U58C 1976 TOP-FLOOR and ARCHIVES

UT Southwestern: Commemorating the First Half Century
 George J. Race
 WZ 23 U58 1998 TOP-FLOOR, ARCHIVES, NORTH CAMPUS LIBRARY

ARRANGEMENT OF NON-BOOK MATERIALS:

*The collection is organized into 9 "record groups" (RG). Record groups are based on
 administrative units, except for groups for "people" and "buildings."*

- Dates of holdings in each category are shown after the category.*
- Headings which contain files of likely historical interest are double asterisked (**).*
- Cross references are given in brackets.*
- Headings in italics do not yet have materials filed under them.*

RG 1: UT Southwestern

Scope Note: Materials relating to the campus as a whole or predominantly to more than one school or will be in this record group. Materials relating to only one of the schools will be in the record group for that school.

- Academic Calendar [includes campus holiday schedules] (1952-2007/08)
- Advertising (2007)
- Anniversary Events (1969, 1973)
- [Collections owned by University and displayed in Library (i.e., Kramer Mortar & Pestles, Patterson Endoscopes)—**SEE:** list of Library headings]
- Commencement [programs, speeches] (1944-2008) [R. Nixon letter: 1969 file.]
- Committees:
 - Committee of Delegates (1976-79)
 - Standing Committee Members (1958-06)
 - Women in Science and Medicine Committee (1994-02) [publication, *Directory of Faculty Women*, cataloged and in Archives stacks, W 22 .AT4 D598, have 1998-07]
- Community Medical Services Provided (1975)
- Development Plans (1953, 1962**, 1965**, 1966**, 1967, 1968, 1969, 1970)
(Scope Note: Covers plans for expansion of the campus and/or its academic program. Documents on planning of buildings are in the “Buildings & Grounds” Record Group.) [**SEE ALSO:** Expansion into a Health Science Center]
- [Directories, Alumni: *Cataloged and on Archives shelves*]
- [Directories, Faculty Photo: *Cataloged and on Archives shelves*]
- [Directories, Phone: *On Archives shelves*]
- Educational Events [e.g., Lectures, seminars, etc.]—arranged by year (1947-06)
- Employee Guides** [incl. “Faculty Handbooks”] (1943-2007)
- Employee Recognition Programs (1997-08)
- Employee Training and Assistance (1994-06)
- Expansion into a Health Science Center: Announcements & press releases (1972)
- Fact books & fact sheets** (1976-77, 1992-07)
- Faculty Council Minutes (1975-90)
- Film about UTSW (1976-77) (Note: Our files have paperwork only; the film itself is not in the Archives.)
- Correspondence
- Interview Transcripts**
- Scripts
 - Financial statements (with detailed supporting schedules) On shelf
 - Fund-raising plans (1968-70)
 - Fund-raising publications (1967, 1987, 1995, 2001) [**SEE ALSO:** under Southwestern Medical Foundation]
 - History of [e.g., essays on the history of UT Southwestern] (2007)
 - Honor Societies
- Sigma Xi (1944-1970) [Files fill one complete file drawer, sep. from other files.]
 - [Lectures, grand rounds, etc. **SEE:** Educational Events]
 - Maps of Campus & Parking Guides (1976-2007)
 - Memos and notices to the campus (1973-2007)
 - Memos from the President (1970-1998)

- Network memberships (e.g., DAHTS, IUC) (1967-81)
- Newsletters for staff (1973-01) [various titles; some pub. by depts.; small runs]
- Organization charts (1972, 1982, 1993, 1994, 1998, 1999, 2006)
- Patient Guides & Clinical Referrals (1991, 1993)
- [People, including alumni, donors, faculty, etc. **SEE:** “People” Record Group]
- Plans, SixYear [Plans themselves are cataloged under W 19 U58p]
- Plans, Strategic (1992-1998, 1995-1999)
- President’s Lecture Series (2005-08)
- Purpose, statement of (1979)
- Social & Cultural Events [e.g. concert, chili cook-offs, art show, etc.] (1940’s-07)
- Social / Topical Organizations:
 - Faculty Wives Club (circa 1955-81)
 - Faculty Women’s Club (have only directories for 1998 & 1999)
 - Fraternities (1944-52)
 - [Medical Center Women’s Club: **SEE:** separate collection for this group.]
 - Student American Medical Association (1960)
 - Student Wives Club (c. 1949-1956)
 - Women’s Action Group (1976)
 - [Women in Science and Medicine Advisory Committee: **SEE UNDER:** Committees: Women in Science and Medicine]
- “Southwestern in Space” [Dr. Drew Gaffney, astronaut] (1989-91)
- Special Events [e.g., Day of Prayer, 2001; Svs of Remembrance, 2002; Internat’l Women’s Year, 1975; Symposium on role & mission, 1976. *For documents on dedication of Phase 1 Buildings on 4/27/75, see the file: Buildings---Ceremonies*]
- STARS Program (1996, 2006)
- Status report (1973)

RG 2: UT Southwestern Administrative Units (except for the three schools)

- Ambulatory Services
- *BioCenter at Southwestern Medical District*
- Dallas Biomedical Corporation (1986)
- Grants Management (1976-78)
- Human Resources
 - Affirmative Action/EEO (1975-1984)
 - Classified staff plans and scales (1954, 1963)
 - Newsletters (1978-80)
 - Social Security election (1950’s)
- Information Resources [& predecessors] (1994, 2002)
- Legal Affairs
- [Library—**SEE:** separate record group.]
- Student Affairs (including Bryan Williams Student Center)
- Units no longer in existence
 - University Activities office (1980-87)

RG 3: Biomedical Sciences, Graduate School of

- Basic Science Division (2005?)
- Biomedical Communications [including Medical Art at SWMS] (1940's to 1970's; 1983)
- Courses & course schedules (1967-1983)
- Graduate Student Organization & Graduate Student Research Forum (1970's-1980's)
- Memos & Announcements (1976-78)
- Miscellaneous (1976)
- Procedures (1977-78)
- Recruiting & Admissions Publications (2005) [**SEE ALSO:** School catalogs]
- "Role & Scope" document (1975)
- Student Lists (1968-71)

RG4: Health Professions, School of (Note: Prior to 9/1/08, the name was School of Allied Health Sciences)

- Commencement (1987, 1990-1997, 1999-2007)
- Courses & course schedules (1970's)
- Faculty and Staff Lists (1972, 1976)
- Faculty Assembly 1976-78)
- Memos & Announcements (1976-83)
- Miscellaneous (1976)
- Planning for school (1967-69)
- Publications, misc. (1987, 1997)
- Recruiting & Admissions Pubs [**SEE ALSO:** School catalogs] (1992-2007)
- Student Handbooks (1989-90 & 1991-92)

RG 5: Medical School

This RG includes documents from beginning of operations in July, 1943. For documents prior to that date, see under Southwestern Medical Foundation. (Note: School was affiliated with Southwestern Medical Foundation, 1943-1949 and with the University of Texas from 1949 to the present.)

- Accreditation Documents (1973)
- Alumni Association [**SEE ALSO:** Newsletters for alumni] (1950's-60's)
- Annual Reports (1953-58, 1960-62, 1968-69)
- Awards--Ho Din (1940's, 1963)
- Budget Request (1968-69)
- Courses & Course Schedules (1950's, 1975, 1971)
- Dean Search (1966)
- Deans, List of** (1967) (Files for individuals are found by name under "People")
- Departments [Alphabetical by name. Note: Histories from 1943 to various dates are filed here for Depts. of Anatomy, Biochemistry and Microbiology.**]
- Faculty Lists** (1949, 1955-70) (Note: Source for who was on faculty when.)
- Faculty Retreat (1966)
- Faculty Senate Minutes (1976-77, 1980's)

- Historical Accounts** [medical school as a whole; published and unpublished; see also Dr. Gill's file for a history SMS]
- Honor Societies
 - Alpha Omega Alpha Honor Medical Society (1950)
- [Medical Art: **SEE UNDER** Biomedical Communications, under Graduate School]
- [Medical Student Research Forum: **SEE** Student Research Forum]
- MSRDP (Medical Services ...) (1969)
- Newsletters for alumni** (1953-1973)
- Newsletters for staff** (1960's)
- Policies & Procedures (1950, 1954, 1961)
- Recruiting & Admissions Publications [**SEE ALSO:** School catalogs] (1950's-2007)
- "Reports on..." ** (1943, "Status Report" of 1964, Self-Study of 1995)
- Seals (i.e., logos) (circa 1945)
- Senior Elective Catalog (2001-2002)
- Senior Problem Papers (1947) [Note: Signed by faculty.]
- Southwestern Medical Foundation Ownership Era (July 1, 1943 - Aug. 31, 1949)
 - [Note: **SEE ALSO:** Southwestern Medical Foundation--Record Group 13]
 - Budget matters
 - Correspondence
 - Miscellaneous
 - Minutes of meetings
 - Notices
- Standing Committees (2004-05)
- Statistics, Miscellaneous (faculty, graduations, enrollment, test scores, etc) (1950's-1970's)
- Student Directories (1969-70, 71-72, 72-73, 73-74)
- Student Guides** (1950's-2001)
- Students Lists (1950's-1976)
- [Student Notebooks: See Grabstald, 194?-194? & Tandy, 194?-195? Documents.]
- Student Research Forum (1963-1980)
- Univ. of Texas Takeover of Medical School (1949)
 - Authorizing Legislation
 - Correspondence
 - Other cities in competition (El Paso, San Antonio, Temple)
 - "Proposal for Establishment of State Medical College in Dallas" (pamphlet, 1949). (Contains photos of hospitals in Dallas.)**
 - Published reports
 - Report to Board of Regents (4 copies) Note: A treasure trove of information about campus facilities and faculty.**

RG 6: Library

RG 7: University Hospital

Note: Operations of St. Paul Hospital and Zale Lipshy were merged under the Umbrella of University Medical Center, Inc. in 2001. UT Southwestern took over operation of the hospitals on January 1, 2005, at which time they were merged under the name of University Hospital, with the St. Paul or Zale Lipshy terms used only to denote location. St. Paul and Zale Lipshy documents dated through the December 31, 2004 are filed as separate collections, and have separate finding aids. Documents dated January 1, 2005 and later are filed under the name University Hospital.

RG 8: Buildings

- Announcements
- Ceremonies [i.e., Groundbreakings & Dedications]
- Construction—Moss Bldg.
- Construction—“Phase 1” [incl. Florence Center; Cafeteria & Auditorium, Green Science Building]
- List & facts about (2001) [e.g., square feet, construction date & cost, renovations]
- Names
- News items [includes articles & press releases]
- Planning—Aston Center
- Planning—“Phase 1”—1968-1969
- Planning—Florence Bioinformation Center—1969-70
- Planning—Moss Clinical Sciences Building—1970-72
- Planning—Various Buildings

RG 9: People—(e.g., faculty, staff, students, donors)

Materials are filed in alphabetical order by last name of the individual. Depending on the quantity, an individual’s papers may have a separate folder, or may be in a shared folder with the papers of others whose last name begins with same letter. Documents by or about and individual are all filed under his or her name. Portrait-style photos of an individual, if available, will be filed in his/her file if there are other papers in the file.

The following individuals have finding aids for their collections of donated papers:

Hudson, William Lee, MD (papers are interfiled with other papers of individuals)

Tandy, Charles C., MD (Collection is his student notebooks; on Archives shelves)

Note: Dr. Gill’s file has a brief history of Southwestern Medical School as of 1965.**

END

RG 12: Parkland Health & Hospital System

- [Annual report: *Cataloged, in Archives, WX 2 AT4 P248*]
- Bond election (1980)
- Clippings
- Description in 1894**
- Miscellaneous publications (1950’s – 1960’s)
- Nursing & Nurse-Midwifery School
- Personal narrative by Kemp Clark, MD (1982)
- Telephone books (1954, 1963, 1964, 1981)

- Walsh Report (1936)

RG 13: Southwestern Medical Foundation

- Baylor negotiations re: medical school** (1943)
- Charter and bylaws** (1939)
- Correspondence, prior to 7/1/43** (opening date of medical school)
- Documents, miscellaneous** (1940's, 1982)
- Public forums (1989, 1994, 2001)
- Publications, monographic** (1939-49)
- Publications, monographic 1950 to present**
- Publications, serial:
 - [*Newslines*: Filed in "Archives—Journals" file cabinet by title.]
 - [*Southwestern Medical Perspectives*: Filed in "Archives—Journals" cabinet.]
 - Southwestern Medical Center News*** (1945-48)
 - Southwestern Medical Foundation Report*** (1945-46)

END