

## MILLS COLLEGE COLLECTION--ARRANGEMENT & CLASSIFICATION

Items listed under main record groups are representative of the material in the group; see alphabetical index for a more complete listing of available materials.

### 0/ HISTORY & INFORMATION ABOUT THE COLLEGE

Books: in Dewey Decimal number order  
(listed at the end of this document)  
Biography Files--alphabetical by name of subject  
Historical Articles  
1991 Strike material  
Mills History and culture

### 1/ BOARD OF TRUSTEES

By-laws  
Minutes of Meetings (incomplete)  
Trustee biographies  
Trustee newsletters (1960-1967)

### 2/ OFFICE OF THE PRESIDENT

Papers of individual administrations are housed separately under the President's name (e.g., Aurelia Henry Reinhardt Papers).  
Campus Committees & Task Forces  
Women's Leadership Institute  
Entertainment records  
WASC  
Memos  
President's Report (Annual Report)  
Consultant Reports

### 3/ OFFICE OF THE PROVOST & DEAN OF THE FACULTY

Faculty materials  
    Faculty Meeting Minutes (incomplete)  
    Faculty Lunchtime Seminars  
Academic Deans  
Academic calendars  
Academic organization (organization charts)  
Graduate Studies Office  
    Graduate Student Lounge  
Mills College Art Museum (Gallery)  
    *Bulletin of the Mills College Art Gallery*  
    Prieto (Antonio) Memorial Gallery (defunct)  
    Accession records, 1904-1981 (copy)  
CARES (Community Action, Reciprocal Education & Service) Center  
Chaplain & Chapel  
Children's School (see also Education Department)  
    *Children's School Newsletter (Reflections)*

- Domestic Exchange & Study Abroad
- Library, F.W. Olin
  - Elinor Raas Heller Rare Book Room
  - Mills College Center for the Book
  - Library, Carnegie (defunct) and other defunct campus libraries
  - Bender Room
- Audio-Visual Learning Center (Office of Technical Services)
- Upward Bound
  
- 4/ UNDERGRADUATE ADMISSION OFFICE
  - Dean of Undergraduate Admission & Enrollment Planning
  - Publicity (promotional publications)
    - Viewbooks
    - Monthly calendars (pictorial)
  
- 5/ DIVISION OF STUDENT LIFE
  - Advising for Women of Color
  - Career Center
    - Career Center Newsletter*
    - Mills College Student Handbook*
  - Resumers (resuming students)
  - Rothwell College Center (Student Union)
  - Services, Counseling & Psychological
  - Services, Disabled Student
  - Services, Health (including Tang Center, UC Berkeley)
    - Mills Health and Wellness Notes*
  - Services, International Student
  - Student Activities, Office of
    - Colloquium
  - Summer Academic Workshop (SAW)
  - Weekly calendars:
    - Mills College Weekly* (calendar, not student newspaper)
    - Faculty-Staff Bulletin* (superseded by *Mills College Weekly* calendar)
    - Prophetic Prose* (superseded by *Mills College Weekly* calendar)
    - Round of the Year Calendar* (newsletter format, not monthly calendar)
  
- 6/ [Vacant]
  
- 7/ OFFICE OF INSTITUTIONAL ADVANCEMENT
  - see RG 4 for Publicity (promotional publications)
  - College Relations
    - Mills Times* (faculty / staff newsletter)
  
- 8/ FINANCE & ADMINISTRATION & TREASURER'S OFFICE
  - Campus Facilities
    - College Events (*for specific events see sponsoring department, organization, etc.*)
  - Controller's Office

Housing Management & Dining Services Office (HMDS)

Residential & Commuting Student Life

Residence Hall Food Service

Housekeeping

Tea Shop

Conference Services

Human Resources

*Human Resources Newsletter*

Telephone Directories, Campus or Staff/Faculty

Telephone Directories, Student

Mail & Copy Center

M Center (Student Administrative Services Office)

Academic Records & Registration (Registrar)

Schedule of Classes

Course Descriptions

Financial Aid

Public Safety

Transportation

9/ CENTRAL SYSTEMS & ADMINISTRATIVE COMPUTING

Academic Computing

Telecommunications

10/ FINE ARTS DIVISION

Art Department

Art History

Art, Studio

Dance Department

Choreography (MFA)

History & Criticism (MA)

Dramatic Arts & Media Studies Department (formerly, Dramatic Arts & Communication Department)

Music Department

Composition (MA)

Performance & Literature or Electronic Music & the Recording Media (MFA)

Center for Contemporary Music (CCM)

11/ LETTERS DIVISION

Book Arts Program

Eucalyptus Press

Comparative Literature (major)

English Department

English & American literature (MA)

Creative Writing (MFA)

The Place for Writers

Mills Writing Center

Ethnic Studies Department

Modern Languages & Literatures Department (formerly, Foreign Languages & Literatures Department)

French Studies

German Studies (defunct)

Hispanic Studies

Humanities Department (defunct)

Latin Department (defunct)

Women's Studies Program

## 12/ NATURAL SCIENCES DIVISION

Biology Department

Biochemistry & Molecular Biology (major; Post-baccalaureate Certificate)

Chemistry & Physics Department

Environmental Science (major)

Environmental Studies Program

Interdisciplinary Computer Science Program (MA)

Mathematics & Computer Science Department

Computer Science (major/minor)

Computer Science—"New Horizons" (Post-baccalaureate Certificate)

Mathematics (major/minor)

Post-Baccalaureate Pre-Medical Program

Psychology Department

Life-Span Developmental Psychology (minor)

Experimental Psychology (minor)

## 13/ SOCIAL SCIENCES DIVISION

Economics Department

MBA Program in Management

Government Department

International Relations

History Department

Philosophy Department

Sociology & Anthropology Department (major)

## 14/ OTHER MAJORS, MINORS, AND COURSES, PREPARATORY STUDY, INTERDISCIPLINARY STUDY, ETC. THAT DO NOT FALL UNDER A DIVISION OR DEPARTMENT

American Studies (major, minor)

Asian Studies (minor)

Biopsychology (major)

Business Economics (major)

College Major

Film Studies (minor)

General Education College Courses (College 10--interdisciplinary seminar requirement for entering undergraduates; courses change periodically)

Institute for Civic Leadership

Intermedia Arts Program

Journalism

Liberal Studies (MA)  
NetWork Program (evening program)  
Physical Education Program (for students, staff, & faculty)  
Political, Legal, & Economic Analysis (PLEA) (major)  
Pre-medical, Preprofessional Health Sciences (undergraduate)  
Public Policy Program  
Summer Session

15/ EDUCATION DIVISION

Education Department  
Child Development  
Liberal Studies (undergraduate major)  
Teaching Credential Program  
Education (MA)  
Doctoral Program  
LITES (Leadership Institute for Teaching Elementary Sciences)

16/ COMMENCEMENT, CONVOCATION, & OTHER CEREMONIES

Commencement programs and other materials  
Baccalaureate  
Convocation programs and other materials  
Songbooks  
Inauguration of Presidents  
Anniversaries

17/ MATERIALS RELATING TO EVENTS, ACTIVITIES, ETC. NOT FALLING UNDER ANY OTHER DEPARTMENT, ORGANIZATION, ETC.

18/ PHYSICAL PLANT

(The Facilities Department also retains material such as blueprints.)  
Blueprints (in map cases)  
Maps (oversize maps in map cases)  
Masterplans  
Buildings  
Alderwood Hall (1924)  
Art Center, Jane B. Aron (1925, 1986)  
El Campanil  
Carnegie Hall (1906, 1954)  
Chapel (1967)  
CPM (Chemistry, Physics, Mathematics & Computer Science Building) (1970)  
Children's School (1930)  
Corporation Yard  
Cowell Building (1966)  
Education Complex

*Ege Hall: see Residence Halls*  
*Ethel Moore Hall: see Residence Halls*  
Faculty Village  
Fine Arts Annex  
Founders Dining Commons (1970)  
Gate House  
Geranium Cottage  
*Graduate House: see Alderwood Hall*  
Graduate Painting Studios  
Greek Theatre  
Haas Pavilion (1971)  
Kapiolani Cottage  
Kimball House (1894)  
*Larsen House Co-op: see Residence Halls*  
Library, F.W. Olin (1990)  
Life Sciences Building (1947, 1985)  
Lisser Hall (1900, 1972)  
Lucie Stern Hall (1965)  
*Mary Morse Hall: see Residence Halls*  
Mills Hall (1871)  
*Ming Quong Orphanage: see Alderwood Hall*  
Music Building (1928)  
*Olney Hall: see Residence Halls*  
*Orchard-Meadow Hall: see Residence Halls*  
President's House (c.1870)  
*Prospect Hill Apartments: see Residence Halls*  
Psychology Building (1969)  
Reinhardt Alumnae House (1949)  
*Reinhardt Hall: see Residence Halls*  
Residence Halls  
    Aurelia Reinhardt Hall (1970)  
    Ege Hall (1970)  
    Ethel Moore Hall (1926)  
    Larsen House Co-op  
    Mary Morse Hall (1935, 1944)  
    Orchard-Meadow Hall (1919, 1921)  
    Prospect Hill Apartments  
    Underwood Apartments  
    Warren Olney Hall (1917)  
    White Hall (1970)  
Richards Lodge (1916, 1969)  
Rothwell Center  
Sage Hall  
Sculpture Studios  
*Stern Hall: see Lucie Stern Hall*  
Swimming Pool, Hellman Memorial  
Swimming Pool, Trefethan Aquatic Center  
*Underwood Apartments: see Residence Halls*  
Wetmore Lodge  
*White Hall: see Residence Halls*

- 19/ STUDENT PAPERS & LETTERS
- 20/ ASSOCIATED STUDENTS OF MILLS COLLEGE (ASMC)--  
STUDENT GOVERNMENT
- 21/ STUDENT ORGANIZATIONS
- 22/ FACULTY & STAFF ORGANIZATIONS
- 23/ ALUMNAE ASSOCIATION (AAMC); ALUMNAE EVENTS &  
MATERIALS
- 24/ PHOTOGRAPH ALBUMS; SCRAPBOOKS
- 25/ CAMPUS SERVICES & RESOURCES NOT LISTED  
ELSEWHERE  
Book Store  
Post Office, United States
- 26/ EF (International Language School--ESL)
- 27/ ENGLISH CENTER FOR INTERNATIONAL WOMEN (ECIW)  
An independent, non-profit educational institution on the campus of Mills  
College.

**Publications in Dewey Call Number Order (partial list; these are  
also listed on the Library's online catalog, MINERVA):**

Catalogue of the Young Ladies' Seminary, Benicia	378.794 BG
<i>Instructions to Candidates Seeking Positions</i>	378.794 MCaRd
<i>Self Help at Mills College</i>	378.794 MCaRdh
<i>Statistical Summary of the Opportunities for Part-time Employment of Students at Mills College</i>	378.794 MCaRds
<i>Bulletin of the Mills College Art Gallery (Museum)</i>	378.794 MCda
Mills College Art Gallery exhibition catalogs	378.794 Mcdac
<i>Mills Facts and Trends</i>	378.794 MCm
Pioneers' Daughters Project	378.794 MEp
Catalogs, graduate	378.794 MG

(At Mills)

Catalogs, undergraduate 378.794 MH  
(At Mills)

*Millscellany* (1969-1973) 378.794 MJ

*Mills Magazine* (1969-1972) 378.794 MJ

Includes "Leaves from the College Calendar" for these years (published separately 1930-49...)

*Bulletin of Mills College* 378.794 MJe

Also called, *Mills College Bulletin*. Shelved here are bound series of the *Bulletin* that includes catalogs, announcements, etc. and unbound issues including catalogs, Summer Session catalogs, catalog supplements and announcements, the news publication titled *Bulletin of Mills College* (1973-1981), the newsletter titled *At Mills* (1981-1995) that supersedes the *Bulletin*, and the newsletter titled *Mills Now* (1997- ) that supersedes *At Mills*. Not shelved here are issues of various *Bulletin* series such as Treasurer's Reports, Faculty Handbooks, Report of the President, President's Letter, and the Gift Report. These are put under the appropriate office or division.

*Leaves from the College Calendar* (1930-1949; 378.794 MJl

*Mills College Magazine* 378.794 MJmm

*Mills College Today & Tomorrow* 378.794 MJmt

*Proofsheet* 378.794 Mjp

85th Anniversary volumes: 378.794 MMA

*Faculty Studies* (no. 1)

*Plays from the Drama Workshop* (no. 2)

*The Torch of Youth* [poetry anthology] (no. 3)

*Thirty Books and Manuscripts from the Albert M. Bender Collection*

Class Anthologies 378.794 MO....

*Mills Weekly* 378.794 MQ

(*Mills Quarterly; White & Gold; Mills College Magazine; Stream*)

*First Proof* (1939-1949) 378.794 MQf

*Jargon* 378.794 MQj

*Mills Manuscripts* 378.794 MQm

*Pacific* 378.794 MQp

*Polyglot* (1987-1988) 378.794 MQpo

*Prisma* (1979-1982) 378.794 MQpr

*Walrus* 378.794 MQwa  
*The Womanist* 378.794 MQwo  
*El Yunque* 378.794 MQy  
*580 Split* 378.794 MQ58  
*White & Gold Recipes* 378.794 MStc  
*A Decade of Mills Verse* 378.794 MSv  
*The Torch of Youth: A Pageant* 378.794 MSXo  
*Mills Quarterly* 378.794 MT  
Yearbooks 378.794 MV  
(*Crest; Chimes; Myrtaceae*)  
"Mills Entering Students" (pictures of freshwomen 1964-69) 378.794 MV

Rev. 12/22