



The New York Public Library
Schomburg Center for Research in Black Culture,
Manuscripts, Archives and Rare Books Division

Guide to the

Rietta Hines Herbert papers

1940 - 1969

Sc Micro RS-6775

This inventory was one of several prepared as a part of the archival preservation program at the Schomburg Center for Research in Black Culture. The necessary staff and supplies for this program were made available through a combination of funds and services provided by the Research Libraries, the National Endowment for the Humanities, and the State of New York. The collection was processed by D. Carter and S. Sharlin on August 3, 1977.

Summary

Creator: Herbert, Rietta Hines, 1911-1973

Title: Rietta Hines Herbert papers

Date: 1940 - 1969

Size: Microfilm; 2 reels

Source: Gift of Ethleen Alexander on 04/01/74.

Abstract: Rietta Hines Herbert (1940-1969) (also Rietta May Herbert) was an African American social worker in New York City from 1935-1965. She spent most of her career as a social investigator and supervisor of child welfare in the Harlem offices of the Department of Welfare.

Access: Some collections held by the Manuscripts, Archives and Rare Books Division of the Schomburg Center for Research in Black Culture are held off-site and must be requested in advance. Please check the collection records in **the NYPL's online catalog** for detailed location information. To request access to materials in the Manuscripts, Archives and Rare Books Division, please visit: http://archives.nypl.org/scm/request_access

Preferred citation: [Item], Rietta Hines Herbert papers, Sc Micro RS-6775, Schomburg Center for Research in Black Culture, Manuscripts, Archives and Rare Books Division, The New York Public Library

Language of the Material: English

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Creator History

Rietta Hines Herbert (1940-1969) (also Rietta May Herbert) was an African American social worker in New York City from 1935-1965. She spent most of her career as a social investigator and supervisor of child welfare in the Harlem offices of the Department of Welfare. A magna cum laude graduate of Howard University, she also received some graduate credit in accounting from Columbia University. Shortly after her husband's premature death in 1947, she attended Smith College, receiving her M.S.W. in 1951. Fully credentialed, she became a supervisor in 1952, responsible for overseeing the work of child welfare case-workers in one of the Harlem offices. In 1961 she began to work as a senior welfare representative for New York State Department of Social Welfare. In 1965- 1966, she studied elementary education at Hunter College and taught in the New York City Public School system until her death in 1973.

Scope and Content Note

The Rietta Hines Herbert papers, 1940-1969, document the educational and professional development of a black woman in the field of social work and elementary education. The collection contains very little personal material; the emphasis instead is on her career. In addition, there is considerable information relating to social work in general, the New York State Department of Social Welfare, and the New York City Department of Welfare, Children's Placement Division.

The collection has been organized into four series: biographical data, educational files, professional files, and conference files, and arranged chronologically within each group.

Biographical data includes a detailed resume, letters of reference, and a comprehensive job performance rating.

The educational files contain teaching materials, classnotes from Hunter College, and plans for class presentations.

The professional files consist of child placement reports, instructional materials, job performance evaluations, and reference materials, all of which relate to her work with the Department of Welfare.

The conference files combine printed material and Herbert's notes on individual sessions. The printed material consists of conference papers, annual reports, and dedications. A large portion of this series is related to a conference held at the University of Chicago, School of Social Service, in the summer of 1962

Arrangement: Papers organized into four series: I. Biographical data; II. Educational files; III. Professional files; and IV. Conference files.

Key Terms

Genre/Physical Characteristic

African American social workers

African American teachers

Conference papers and proceedings

Job evaluation

notes
Reports
School records
Women social workers

Subjects

African American women -- New York (State) -- New York
Black author
Education, Elementary -- United States
Public welfare -- New York (State)
Public welfare -- New York (State) -- New York
Social service -- New York (State) -- New York
Social service -- Vocational guidance
Social work with African American children
Social work with African American teenagers
Social work with African Americans
Social work with children -- New York (State) -- New York

Names

Herbert, Rietta Hines, 1911-1973
Hunter College
New York (N.Y.). Department of Welfare
New York (State). Department of Social Welfare
University of Chicago. School of Social Services

Container List

- r. 1 Biographical data 1952 - 1962
Educational files 1965 - 1966
- r. 1 Class notes 1965 - 1966
- r. 1 Lesson plans and notes 1965 - 1966
Professional files 1940 - 1969
- r. 3 Child placement reports [restricted] 1959 - 1960
Permission of the curator is necessary to see this material.
- r. 1 Instructional materials undated
- r. 1 Reference material 1940 - 1962
- r. 1 Job performance evaluations 1954 - 1969
- r. 1 Rockland County Survey, Child Welfare Division 1962 April 16
Conference files 1954 - 1966
- r. 2 Meetings, reports, and dedications 1960 - 1964
- r. 2 Programs, annual reports, and meeting notes 1965 - 1966
University of Chicago
- r. 2 Correspondence, notes, and reports 1962
- r. 2 School of Social Service summer program 1954 - 1962