

RIETTA HINES HERBERT (1911-1973)
PAPERS, 1940-1969

The New York Public Library
Schomburg Center for Research in Black Culture
515 Malcolm X Boulevard
New York, New York 10037

PREFACE

This inventory is one of several prepared as a part of the archival preservation program at the Schomburg Center for Research in Black Culture, a division of the Research Libraries of The New York Public Library.

The Schomburg archival preservation program involves the organization and preservation of primary source material held by the Center and of significance to the study of the Black Experience. It furthermore includes the preparation of detailed inventories of these records, making the information contained therein accessible as well as available to scholars.

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.

TABLE OF CONTENTS

PREFACE.....i
TABLE OF CONTENTS.....ii
BIOGRAPHY.....1
SCOPE AND CONTENT.....2
CONTAINER LIST.....3

HERBERT, RIETTA HINES (1911-1973). PAPERS, 1940-1969.
2 boxes

Biography

1911, May 16	Born Rietta May Hines in Providence, Rhode Island.
1929-1933	Attended Howard University, graduating magna cum laude in 1933 with a B.S. in Commerce.
1933-1934	Studied at Columbia University Graduate School of Business Administration on scholarship.
c.1935-c.1965	Worked for the New York City Department of Welfare in the Children's Placement and the Public Assistance Divisions as a casework supervisor. Her duties included the teaching and supervision of case units of social investigators with regard to foster homes, orphanages and unwed mothers.
1940	Married Roy D. Herbert.
1947	Roy D. Herbert died.
1950-1951	Attended Smith College, Northampton, Mass., and in 1951 received a master's degree in social work.
1961	Began to work as a senior welfare representative, New York State Department of Social Welfare.
1965-1966	Studied elementary education at Hunter College.
c.1965-1973	Taught in the New York City Public Schools.
1973, Dec 29	Rietta May Hines Herbert died.

Scope and Content

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 File, Professional File and Conference File, and arranged chronologically within each group.

BIOGRAPHICAL DATA, 1952-1962, includes a detailed resume, letters of reference and a comprehensive job performance rating.

Representative of the **EDUCATIONAL FILE, 1965-1966** are teaching materials, classnotes from Hunter College and plans for class presentations.

The **PROFESSIONAL FILE, 1940-1969**, consists of child placement reports, instructional materials, job performance evaluations and reference materials, all relating to her work with the Department of Welfare.

The **CONFERENCE FILE, 1960-1966**, combines printed material and Herbert's notes on individual sessions. The printed material consists of conference papers, annual reports and dedications. A large portion of the Conference File is related to a conference held at the University of Chicago, School of Social Service in the summer of 1962.

Provenance

Donor unknown.
SCM77-29

D.Carter/S. Sharlin
3 August 1977

Container List

<u>Box</u>	<u>Folder</u>	<u>Reel</u>	
1	1	1	BIOGRAPHICAL DATA, 1952, June-1962, Feb 26
	2		EDUCATIONAL FILE
	3		Classnotes, 1965-1966
			Lesson Plans, Notes on Method Courses, 1965-1966
	*4		PROFESSIONAL FILE
			Child Placement Reports, 1959, Aug 11-1960, June [RESTRICTED]
	5		Instructional Materlals, n.d.
	6		Reference Material, 1940, June 30-1962, Sept 25
	7		Job Performance Evaluations, 1954, Aug 4-1969, May 20
	8		Rockland County Survey - Child Welfare Division, 1962, Apr 16
			CONFERENCE FILE
2	1	2	Meetings, Reports, Dedications, 1960-1964
	2		Programs, Annual Reports, Notes from Meetings, 1965-1966
	3		University of Chicago -
			Correspondence, Notes, Reports, Photos, Summer, 1962
	4		University of Chicago, School of Social Service Summer Program, 1962, June 18-July 27; 1954-1962

*Permission of the Curator, Chief or Assistant Chief of the Schomburg Center is necessary to see restricted material.