

## Processing Assignment

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**Collection:** Alice Lindsay Tate Papers at J. Murrey Atkins Library Special Collections, UNC Charlotte

**Finding Aid:** <http://specialcollections.uncc.edu/manuscript/ms0075>

### Updated Collection Inventory:

Series 1: Genealogy – Genealogical information for the Holt, Lindsay and Tate families.

Box 1

Folder 1: Holt Family

Folder 2: Holt Family

Folder 3: Holt Family

Folder 4: Lindsay and Tate Families

Series 2: Correspondence – Family correspondence beginning with Tate’s paternal grandparents, including a variety of family and friends, covering all aspects of daily life.

Box 1

Folder 5: Correspondence, 1873 - 1897

Folder 6: Correspondence, 1908 - 1934

Folder 7: Correspondence, 1934 - 1937

Folder 8: Correspondence, 1937 - 1938

Folder 9: Correspondence, 1938 - 1939

Folder 10: Correspondence, January - July 1940

Folder 11: Correspondence, August 1940 - June 1941

Folder 12: Correspondence, July 1941 - April 1942

Folder 13: Correspondence, May - September 1942

Folder 14: Correspondence, October 1942 - February 1943

Folder 15: Correspondence, March - June 1943

Folder 16: Correspondence, July 1943 - June 1944

Box 2

Folder 1: Correspondence, July 1944 - April 1946

Folder 2: Correspondence, May 1946 - March 1947

Folder 3: Correspondence, April - December 1947

Folder 4: Correspondence, 1948

Folder 5: Correspondence, 1949

Folder 6: Correspondence, 1950  
Folder 7: Correspondence, January - May 1951  
Folder 8: Correspondence, June - December 1951  
Folder 9: Correspondence, January - July 1952  
Folder 10: Correspondence, August - December 1952  
Folder 11: Correspondence, January - April 1953  
Folder 12: Correspondence, May - October 1953  
Folder 13: Correspondence, November 1953 - February 1954  
Folder 14: Correspondence, March - August 1954

Box 3

Folder 1: Correspondence, September - December 1954  
Folder 2: Correspondence, January - March 1955  
Folder 3: Correspondence, April - August 1955  
Folder 4: Correspondence, September - November 1955  
Folder 5: Correspondence, November 1955- May 1956  
Folder 6: Correspondence, June - August 1956  
Folder 7: Correspondence, September - December 1956  
Folder 8: Correspondence, January 1957- March 1958  
Folder 9: Correspondence, April - December 1958  
Folder 10: Correspondence, January - September 1959  
Folder 11: Correspondence, October 1959 - May 1960  
Folder 12: Correspondence, June - August 1960  
Folder 13: Correspondence, September 1960 - May 1962  
Folder 14: Correspondence, June - December 1962

Box 4

Folder 1: Correspondence, 1963 - 1964  
Folder 2: Correspondence, 1965 - 1966  
Folder 3: Correspondence, 1967  
Folder 4: Correspondence, 1968  
Folder 5: Correspondence, 1969  
Folder 6: Correspondence, 1970 - 1971  
Folder 7: Correspondence, 1972  
Folder 8: Correspondence, 1973  
Folder 9: Correspondence, 1974  
Folder 10: Correspondence, 1975  
Folder 11: Correspondence, 1976  
Folder 12: Correspondence, 1977  
Folder 13: Correspondence, 1978

Folder 14: Correspondence, January - April 1979

Folder 15: Correspondence, May 1979 - February 1980

Box 5

Folder 1: Correspondence, May 1980 - May 1981

Folder 2: Correspondence, June 1981 - September 1982

Folder 3: Correspondence, October 1982 - November 1984

Folder 4: Correspondence, December 1984 - May 1987

Folder 5: Correspondence, undated

Folder 6: Correspondence, undated

Folder 7: Correspondence, undated

Folder 8: Correspondence, undated

Folder 9: Correspondence, undated

Folder 10: Correspondence, undated

Folder 11: Correspondence, undated

Folder 12: Correspondence, undated

Folder 13: Correspondence, undated

Series 3: Career – Information regarding Tate’s operatic career including newspaper clippings, playbills, and sheet music.

Box 5

Folder 14: Career, 1937 - 1945

Folder 15: Career, 1945 - 1951

Folder 16: Career, 1952 - 1975

Box 6

Folder 1: Career, undated

Folder 2: Sheet Music

Series 4: Personal Papers – Documentation of items and topics of specific interest to Tate.

Box 6

Folder 3: University of North Carolina at Charlotte, 1967-1970

Folder 4: University of North Carolina at Charlotte, 1971-1975

Folder 5: University of North Carolina at Charlotte, 1976-1979

Folder 6: University of North Carolina at Charlotte, 1980-1985

Folder 7: University of North Carolina at Charlotte, 1986-1987

Folder 8: University of North Carolina at Charlotte, undated

Folder 9: Estate of Lois Holt Tate, 1966 - 1969, and undated

Folder 10: Wachovia Bank, 1960 - 1972

Folder 11: T.J. Reddy, 1972 - 1981

Folder 12: T.J. Reddy, undated  
Folder 13: Civil Rights, 1952 - 1974  
Folder 14: Civic Matters, 1939 - 1984  
Folder 15: Nicholas Noerich Museum, 1977, 1983, and undated  
Folder 16: Ansonia Hotel, 1963, 1971 - 1977, and undated  
Folder 17: Earl A. Johnson Collection, 1981-1985, and undated  
Folder 18: Writings by Alice Tate, 1934 - 1984, and undated  
Folder 19: Collected Works by Others, 1970, and undated  
Folder 20: Collected Works by Others, 1970

Series 5: Audio Recordings – Recordings of performances and rehearsals of Alice Tate as well as interviews with individuals who knew Tate.

Box 7: Rehearsals; vinyl disc, cassette, and reel-to-reel, 1939 - 1947, and undated

Box 8: Performances; vinyl disc, 1947

Box 9: Performances; vinyl disc, 1947 - 1954, and undated

Box 10: Interviews; cassette recordings, 1991

Series 6: Visual Materials – Photographs of Alice Tate, family, and friends as well as locations of importance. This series also includes postcards, publicity stills of Alice Tate and oversized opera programs and musical score.

Box 11:

Folder 1: Large Prints, 1915, 1940, and undated

Folder 2: Opera Programs, oversized

Folder 3: Musical Score, oversized

Box 12:

Folder 1: Photographs, 1865 - 1987, and undated

Folder 2: Photographs, 1865 - 1987, and undated

Folder 3: Photographs, 1865 - 1987, and undated

Folder 4: Photographs, 1865 - 1987, and undated

Folder 5: Photographs, 1865 - 1987, and undated

Folder 6: Photographs, 1865 - 1987, and undated

Folder 7: Photographs, 1865 - 1987, and undated

Folder 8: Photographs, 1865 - 1987, and undated

Folder 9: Photographs, 1865 - 1987, and undated

Folder 10: Photographs, 1865 - 1987, and undated

Folder 11: Photographs, 1865 - 1987, and undated

Folder 12: Photographs, 1865 - 1987, and undated

Folder 13: Photographs, 1865 - 1987, and undated

Folder 14: Photographs, 1865 - 1987, and undated

Folder 15: Photographs, 1865 - 1987, and undated

Box 13:

Folder 1: Photographs, 1865 - 1987, and undated

Folder 2: Photographs, 1865 - 1987, and undated

Folder 3: Photographs, 1865 - 1987, and undated

Folder 4: Photographs, 1865 - 1987, and undated

Folder 5: Photographs, 1865 - 1987, and undated

Folder 6: Photographs, 1865 - 1987, and undated

Box 14:

Folder 1: Photographs, 1865 - 1987, and undated

Folder 2: Photographs, 1865 - 1987, and undated

Folder 3: Photographs, 1865 - 1987, and undated

Folder 4: Photographs, undated

Folder 5: Photographs, undated

Folder 6: Photographs, undated

Folder 7: Photographs - DAR Mecklenburg Chapter, undated

Folder 8: Postcards, 1841 - 1980, and undated

I began my efforts to choose a collection for rearrangement by contacting the special collections department at UNC Charlotte. I am local to the Charlotte area and they seemed likely to have the most promising options for the project. After explaining the nature of the project I was supplied with a list of 15 different prospects at UNCC that would be potential candidates for rearrangement. After reviewing the finding aids I chose the Alice Lindsay Tate Papers. I chose this collection for two primary reasons. First, it appeared to be a very good candidate for reorganization based on the information in the finding aid. The series were awkward and did not seem to suit the collection. Second, I found Alice Tate to be an interesting person. As I moved forward with researching a collection and rearrangement I was excited to find someone who captured my interest.

Alice Lindsay Tate was born in Charlotte in 1916 to a wealthy textile family with a long history in the Carolinas. Alice moved to New York City in 1937 to pursue a career as an opera singer, largely unsuccessfully. She remained in New York until her death in 1987. Over the years Alice took interest in a variety of social causes and spiritual studies. She spent times studying Buddhism and Judaism, eventually converting to Judaism. She was also great supporter of UNCC. In her later years she gave significantly to the institution.

Learning more about her life gave me a scope on how I felt her collection should be arranged. I had formed some opinions about my rearrangement based on the existing finding aid. Several of those opinions changed when I had the opportunity to spend time with the physical collection. I was happily surprised to see that many of the changes need were renaming rather than complete reorganization. I also had a unique opportunity to speak with the archivist who originally worked with the collection as a graduate student. It was an early project for her under the guidance of the manuscript collection manager of the time. She recalled applying

minimal organization herself and honoring the original organization of the collection. I tried to keep that in mind as I moved forward with my rearrangement.

I started by changing the name of Series 1 from Family Background to Genealogy. The folder structure has been retained within series. It already contained genealogical information for multiple branches of Alice's family including prepared genealogies, family crests, and family dairies. I also changed the name of Series 2 from Holt Family to Correspondence. Despite the unusual original name for this series, the folders within it were arranged chronologically. I retained this chronological arrangement at the folder level as this seems the most approachable arrangement from a research perspective.

At this point the original finding aid placed the remaining written documentation in a series called Subject Files. The information in that series is wide and varied. I felt like a great deal of interesting material was getting lost in a very ambiguous title. I have diverged from that series name to create two new series. First I created series 3 - Career. This includes 5 folders, all previously existing though I have adjusted the order to keep the dated materials together and in sequence. Next I renamed Subject Files to Personal Papers. This series now encompasses her financial communications, civic projects, personal writings and her significant work with UNCC.

Now I come to two areas of the finding aid that caused me some of the greatest difficulty: audio and visual materials. When I reviewed the physical collection it became obvious that changes had been made to the organization of these two series that had never been documented in the finding aid. Box numbers no longer matched numbers provided and in some cases numbers were missing entirely. To begin my changes I shifted Audio Recording to series 5 and

merged Interviews into this series. I have also reordered the boxes for the audio recordings to place them in order chronologically better facilitate research.

This collection contains a significant number of photographs. In the final series I have largely retained the original organization for these photos. I have a broad date range on the folders as they have no legitimate identifiers. They all contain many people both identified and unidentified with dates listed and unknown. I have moved one folder containing postcards to the end of the series. All other folders remain in the previous order.

By creating a more streamlined inventory with more accurate series headings the functionality of this collection is significantly increased. Alice Lindsay Tate was a vibrant and dynamic woman. She led a long life, full of family, friends, and many interests. The fascinating details of her life emerge more clearly as the inventory is both simplified and clarified.