Guide to the Katharine Gibbs School records
1900-2009 (bulk 1970-2008)

John Hay Library
Special Collections
Box A
Brown University
Providence, RI 02912
Tel: 401-863-2146
email: hay@brown.edu

Published in 2013
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Collection overview

Title: Katharine Gibbs School records
Date range: 1900-2009, (bulk 1970-2008)
Creator: Katharine Gibbs Schools
Extent: 16.0 Linear feet
Abstract: This collection contains records, artifacts and documentation about this school founded in 1911 by Katharine Gibbs with the mission to train young women as professional secretaries. NOTE: The John Hay Library does not maintain student records for the Katharine Gibbs School. Individuals looking for student records should contact: Career Education Department, 231 Martingale Road, Schaumburg, IL 60173, (847) 781-3600.

Language of materials: English
Repository: John Hay LibrarySpecial Collections
Collection number: Ms.2011.019

Scope & content

This collection contains records and artifacts related to the Katharine Gibbs School dating from 1929-2009. The branches of the school represented in the collection are primarily Providence, RI; Boston, MA; Montclair, NJ; Livingston, NJ; New York, NY; and Norwalk, CT. The collection includes 32 artifacts, yearbooks, publications, photographs, 2 VHS video recordings, correspondence and newspaper clippings.

Series 1. Administrative and Historical Documents: These are arranged alphabetically and come from most of the branches of the school. They date from 1934-2003 but the bulk were created between 1973-2003. They provide insight into the management of the school, the curriculum, and placement services for graduates during the time period when the schools were changing rapidly in response to changes in technology and the business world.
Series 2. Publications: These are arranged in groupings according to the type of publication and then chronologically.

Series 3. Audiovisual: The majority of this series consists of photographs documenting the Montclair, NJ branch. It also contains images of students on trips to Bermuda and in class. The Typewriting Rhythm Records are examples of the resources used by the school for their students. Of note here are also 2 video tapes documenting the history of the school.

Series 4. Artifacts: The artifacts include portraits of Katharine Gibbs, a silver tea set, glass punch bowl, typewriter, awards, and ephemera.

Series 5. Library records: When the Katharine Gibbs School closed, the staff disbursed the books that were in the library to other educational institutions around the country. This box contains lists of the books, the check-out cards from the books, and correspondence with the institutions that took them.

NOTE: The John Hay Library does not maintain student records for the Katharine Gibbs School. Individuals looking for student records should contact: Career Education Department 231 Martingale Road Schaumburg, IL 60173 (847) 781-3600

Arrangement

This collection is organized into five series:

- Series 1: Administrative and historical documents
- Series 2: Publications
- Series 3: Audiovisual
- Series 4: Artifacts
- Series 5: Library records

Historical Note

Katharine Gibbs was born Katharine Ryan in Galena, IL in 1863. She was educated at the Convent of the Sacred Heart in Manhattanville, NY and graduated as a member of the first class in 1882. She married William Gibbs in 1896. They settled in Cranston, RI and had two sons: William Howard Gibbs in 1898 and James Gordon Gibbs in 1900. Katharine was widowed in 1909 at the age of 46 when her husband (Vice-Commodore of the Edgewood Yacht Club) fell from the mast of his boat. She had to support her 2 young sons and her unmarried sister, Mary Ryan.
Katharine Gibbs borrowed $1000 from friends who were Brown University faculty members and bought the Providence School for Secretaries in 1911. Her goal was to educate young women to be secretaries rather than stenographers. Ironically, the first student was a man, Marshall H. Sheldon.

The school was boosted by World War I when more women were needed in the business world as the men went off to fight in Europe. The American Red Cross invited Katharine to manage the secretarial training school in Boston in 1917. That same year, Katharine opened the Boston School for Secretaries with "a wartime call for college women with business education." The following year she opened the New York School for Secretaries on Park Avenue at 40th Street. In 1920 the name was changed to the Katharine Gibbs Schools of Secretarial and Executive Training for Women and in 1928 the school was incorporated.

Katharine Gibbs died at the age of 71 in 1934. James Gordon Gibbs succeeded his mother as President and expanded the schools to Chicago, IL (1943) and Montclair, NJ (1950). The Chicago School closed in 1954 but the New York school expanded and moved into the brand new Pan Am Building (later MetLife Building) on Park Avenue. James Gordon sold the schools to Macmillan, Inc. in 1968 and retired when neither of his 2 daughters showed an interest in business. His wife, Blanche Gibbs (former Executive Secretary to Katharine Gibbs), then became President until 1970.


It also expanded the courses offered to include: Word Processing Program (1980), Travel and Conference Planning Program (1986), Legal Assistant Program (1986), Administrative Assistant Program (1986), Hotel and Restaurant Management Program (1987), Microcomputing / Accounting Associate Degree Program (1988), Graphic Design (circa 1999), Criminal Justice, Computer Technology, Health Care Administration, Business Administration, Fashion Design and Merchandise Degree program (2001).

The Montclair, NJ branch of the school was authorized as a college in 1999 by the New Jersey Commission on Higher Education. It changed it's name to Gibbs College.

Macmillan, Inc. sold the Katharine Gibbs Schools to Phillips Colleges, Inc. in 1989. It was then bought by K-III Communications Corporation in 1994. The final owner was Career Education Corporation which purchased it in 1997. All branches of the school closed in 2011.
Access & use

Access to the collection: There are no restrictions on access, except that the collection can only be seen by prior appointment. Some materials may be stored off-site and cannot be produced on the same day on which they are requested.

Use of materials: All researchers seeking to publish materials from the collections of the John Hay Library are requested to complete a Notice of Intent to Publish, prior to reproducing, quoting, or otherwise publishing any portion or extract from this collection. Although Brown University has physical ownership of the collection and the materials contained therein, it does not claim literary rights. It is up to the researcher to determine the owners of the literary rights and to obtain any necessary permissions from them.

Preferred citation: Katharine Gibbs School records, Ms.2011.019, John Hay Library/Special Collections

Contact information: John Hay Library/Special Collections
Box A
Brown University
Providence, RI 02912
Tel: 401-863-2146
email: hay@brown.edu

Administrative information

About the collection


About the finding aid

Author: Finding aid prepared by Karen Eberhart.

Encoding: This finding aid was produced using the Archivists' Toolkit 2013-11-25
Descriptive rules: Describing Archives: A Content Standard (DACS)

Search terms

Names: Career Education Corporation.
Gibbs, Katharine, 1863-1934--Portraits
Gibbs, Katharine, 1863-1934
Katherine Gibbs Schools.

Subjects: School yearbooks
Secretaries--Training of
Typewriting

Types of materials: Portraits
Punch bowls
Tea services
## Inventory

### Series 1, Administrative and historical documents,

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<td>85th Anniversary Alumni Primer</td>
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<td>Academic Affairs Review Committee</td>
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<td>Box 5, Folder 35</td>
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<td>Brochures, flyers, invitations</td>
<td>1973-1992</td>
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<td>Box 5, Folder 6</td>
<td>Commencement programs for Montclair</td>
<td>1984-1996</td>
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<td>Box 5, Folder 7</td>
<td>Commencement programs for Montclair and Livingston</td>
<td>1997-2007</td>
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<td>Clippings and advertisements</td>
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<td>Dean's Message</td>
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<td>Box 5, Folder 43</td>
<td>Floor plan of Gibbs School in New York City</td>
<td>1984</td>
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**Scope and Contents note**

Photocopy of the floor plan.

Names: The Hillier Group

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<th>1929-1984</th>
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**Scope and Contents note**

Documents and articles that provide information about the history of the school

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<th>Institutional Self-Study</th>
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<th>Box 12,</th>
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**Scope and Contents note**

3 copies

Names: State of New Jersey

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**Scope and Contents note**

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<td>Listings of available scholarships for KGS students</td>
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<td>Memoranda</td>
<td>1982-1999</td>
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<td>Montclair instructional materials</td>
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<td>Montclair Placement office</td>
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<td>Montclair room numbers</td>
<td>1986</td>
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<td>Box 5, Folder 21</td>
<td>Montclair Site Building plans</td>
<td>1948-1952</td>
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<td>Box 5, Folder 20</td>
<td>Official documents</td>
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**Scope and Contents note**

Photocopies

| Box 5, Folder 16 | Organizational report and personnel practices summary | 1992-1994 |
| Box 5, Folder 3 | Placement and alumnae publications | 1980s |

**Scope and Contents note**

Includes copies of: Katharine Gibbs School Placement News and The Gibbs Report

| Box 5, Folder 2 | Placement and Alumni Services including an Alumni Survey | 1981-1994 |
| Box 5, Folder 17 | Policy manual for collateral courses, Part One | 1975 |
| Box 5, Folder 18 | Policy manual for collateral courses, Part Two | 1975 |
| Box 12, Folder 23 | Proclamation Congratulating Gibbs College from the Township of Montclair, NJ | 1999 |
| Box 12, Folder 23 | Proclamation Congratulating Katharine Gibbs School on its Eight-fifth Anniversary from the Township of Montclair, NJ | 1996 |
| Box 5, Folder 28 | Registration day | 1988 |
| Box 3, Folder 28 | Secretarial Procedures Project - Scrapbook | 1942 |
| Box 5, Folder 1 | Selected items from the 75th Anniversary | 1986 |
| Box 5, Folder 4 | Special Alumni Tour of Italy | 1996 |
| **Scope and Contents note** | Brochure for the Katharine Gibbs sponsored trip through the American Institute For Foreign Study. | |
| Box 5, Folder 29 | Student activities guidelines | 1984 |
### Series 2, Publications,

- **Subseries 1, Alumni,**
- **Subseries 2, Books,**
- **Subseries 3, Catalogs,**
- **Subseries 4, Newsletters and magazines,**
- **Subseries 5, Promotional,**
- **Subseries 6, Student handbook,**
- **Subseries 7, Students,**
- **Subseries 8, Yearbooks,**

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Scope and Contents note

Number 1. 10 pages. 2 copies
Names: Katharine Gibbs School, Inc

Box 4, The Gibbsonian 1996
Scope and Contents note
Vol. 3, No.1, January 1996
Names: Katharine Gibbs School, Inc

Box 4, The Gibbsonian 1999
Scope and Contents note
Vol. 1, No.1, November 1999
Names: Katharine Gibbs School, Inc

Box 5, Folder 42 Boston report: Guide to Stenographic Training 1986
Scope and Contents note

Box 3, Business Communications : Written and spoken 1977
Scope and Contents note
60 pages. Textbook. Copy 1
Names: Katharine Gibbs School

Box 3, College Typing by Charles G. Reigner, Walter T. White, and Ray Wall Fisher 1950
Scope and Contents note
College Typing : Secretarial Hickox School. 122 pages. 2nd edition
Names: H. M. Rowe Co.

Box 3, Katharine Gibbs Business Wordbook 1982
by Bea Scala and Joan Nicholson

Scope and Contents note


Names: The Free Press; Collier Macmillan Pub

Box 3, Katharine Gibbs Handbook of Business English 1982

Scope and Contents note


Names: Quinn, Michelle
The Free Press; Collier Macmillan Pub

Box 3, Katharine Gibbs Handbook of Business English, 3rd edition 1988

Scope and Contents note

258 pages. Textbook. Copy 1

Names: Naclerio, Deborah
CEC; Career Education Corp

Box 3, Katharine Gibbs Handbook of Business English, 3rd edition 1988

Scope and Contents note

258 pages. Textbook. Copy 2

Names: Naclerio, Deborah
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<td>Katharine Gibbs School : Secretarial, Executive, Academic</td>
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<td>Paper bound course catalog for Boston, New York, Providence. Names: Katharine Gibbs School</td>
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Names: Katharine Gibbs School, Inc.

Box 4, Katharine Gibbs School 1980-1981 Catalog

**Scope and Contents note**


Names: Katharine Gibbs School, Inc.

Box 4, Katharine Gibbs School 1980-1981 Catalog

**Scope and Contents note**

Photocopy pages 2-6. Master Copy. Education Office.

Names: Katharine Gibbs School, Inc.

Box 4, Katharine Gibbs School. One-Year Program in Word Processing

**Scope and Contents note**

A supplement to the 1980-81 catalog. Course descriptions for new program "premiering Fall 1981".

Names: Katharine Gibbs School, Inc.


Scope and Contents note

Paper bound course catalog with supplement.

Names: Katharine Gibbs School, Inc.

Box 4, Katharine Gibbs School Catalog 1984 1983-1984
Scope and Contents note

Paper bound course catalog for Boston, Huntington Long Island, Montclair, New York, Norwalk, Philadelphia, Providence, Washington, D.C-Rockville

Names: Katharine Gibbs School, Inc.

Box 4, Katharine Gibbs School Catalog 1985-1986 1985-1986
Scope and Contents note

Paper bound course catalog with supplement: New York Secretarial Arts Program Elective Courses.

Names: Katharine Gibbs School, Inc.

Scope and Contents note

Paper bound course catalog;
Names: Katharine Gibbs School, Inc.

Box 4, Excellence: Katharine Gibbs School 1987-1988 Catalog

**Scope and Contents note**


Names: Katharine Gibbs School, Inc.

Box 4, Stand Above the Crowd: Gibbs For Business Careers: 1988-89 Catalog

**Scope and Contents note**

Paper bound course catalog for Boston, Huntington Long Island, Montclair, New York, North Bethesda, Norwalk, Philadelphia, Piscataway, Providence, Tysons Corner, Valley Forge.

Names: Katharine Gibbs School, Inc.

Box 4, Stand Above the Crowd: Gibbs For Business Careers: 1988-89 Catalog

**Scope and Contents note**

Copy 2. Paper bound course catalog for Boston, Huntington Long Island, Montclair, New York, North Bethesda, Norwalk, Philadelphia, Piscataway,
Providence, Tysons Corner, Valley Forge.

Names: Katharine Gibbs School, Inc.

Box 4, Stand Above the Crowd: Gibbs For Business Careers: 1988-89 Catalog 1988-1989

Scope and Contents note

Names: Katharine Gibbs School, Inc.


Scope and Contents note
Paper bound course catalog for Boston, Huntington Long Island, Montclair, New York, Norwalk, Philadelphia, Piscataway, Providence.

Names: Katharine Gibbs School, Inc.


Scope and Contents note
Paper bound course catalog for Boston, Huntington Long Island, Montclair, New York, Norwalk, Philadelphia, Piscataway, Providence.
Guide to the Katharine Gibbs School records 1900-2009
(bulk 1970-2009), Ms.2011.019
John Hay Library Special Collections

Names: Katharine Gibbs School, Inc.

Box 4,  
Katharine Gibbs School 1990-1991 Catalog  
**Scope and Contents note**

3 copies of stapled course catalog with Supplement for New York.

Names: Katharine Gibbs School, Inc.

Box 4,  
**Scope and Contents note**


Names: Katharine Gibbs School, Inc.

Box 4,  
1995-1996 Course Catalog : Katharine Gibbs School  
**Scope and Contents note**

Bound course catalog for Boston, Melville, Montclair, New York, Norwalk, Piscataway, Providence.

Names: Katharine Gibbs School, Inc.

Box 4,  
Gibbs Course Catalog 1998-2000  
**Scope and Contents note**

Bound course catalog for New York.

RIAMCO  
Box 4, 200 Park Avenue 1983

Scope and Contents note

Vol. 1, No. 1 of school magazine. 80 pages

Names: Katharine Gibbs School

Box 4, Gibbs Gazette 1999

Names: Katharine Gibbs School

Box 4, Gibbs Gazette 2000

Names: Katharine Gibbs School

Box 4, Gibbs Gazette 2001

Scope and Contents note

Copy 1

Names: Katharine Gibbs School

Box 4, Gibbs Gazette 2001

Scope and Contents note

Copy 2

Names: Katharine Gibbs School

Box 4, Gigi: Gibbs Info Gazette Issues 2005

Scope and Contents note

February

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<td>Katharine Gibbs School, Montclair (Newsletter)</td>
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<td>KGS - News</td>
<td>Summer 2006</td>
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<td>Brochures and flyers</td>
<td>1970s-1980s</td>
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**Scope and Contents note**

31 pages. Promotional pamphlet

Names: Katharine Gibbs School

**Scope and Contents note**

24 pages. Promotional pamphlet with information from the Placement Department.
Names: Katharine Gibbs School

Box 4, Gibbs Girls at Work 1951-1952

**Scope and Contents note**


Names: Katharine Gibbs School

Box 4, Gibbs Girls at Work 1970

**Scope and Contents note**

Unpaged. Promotional pamphlet with placement information.

Names: Katharine Gibbs School

Box 4, Gibbs Graduates on the Job 1976

**Scope and Contents note**

31 pages. Promotional pamphlet with placement information.

Names: Katharine Gibbs School

Box 5, Folder 38, Gibbs Inside Edition 2001

Box 5, Folder 8, Gibbs Matters 1978, 1979, 1982

Box 4, Gibbs Through the Decades 1911-1996: 85 Years of Excellence circa 1996

**Scope and Contents note**

Commemorative booklet.
Names: Katharine Gibbs Scholarship and Research Foundation

Box 5, Folder 40  Huntington Flyers and Invitations  1970s

Box 5, Folder 39  New York flyers  1970s

Box 4, Phillips Colleges, Inc. : Tradition, Knowledge and Excellence  circa 1989

Scope and Contents note

Names: Phillips Colleges, Inc.

Box 4, Stand Above the Crowd : Gibbs For Business Careers  1987,  1988-1989

Scope and Contents note
Unpaged promotional pamphlet with Application for Admission.

Names: Katharine Gibbs School, Inc.

Box 4, Success : Katharine Gibbs School : More Than an Education - A Tradition circa 1985?

Scope and Contents note
Undated, unpaged promotional pamphlet with Application for Admission

Names: Katharine Gibbs School, Inc.
Box 4, The Private Secretary: Her Qualifications and Requirements 1959

**Scope and Contents note**

16 pages. Promotional pamphlet

Names: Katharine Gibbs School

Box 4, To Succeed In Business, Forget the Ladder 2000

**Scope and Contents note**

Promotional flyer for continuing education

Names: Katharine Gibbs School, Inc.

Box 4, Which one is the college graduate? 1984?

They all are.

**Scope and Contents note**

Unpaged promotional pamphlet with Application for Admission.

Names: Katharine Gibbs School, Inc.

Box 5, Folder 37 New York Student Handbook 1969-1972

Box 5, Folder 41 Norwalk Student Handbook; Invitations 1975-1980

Box 5, Folder 12 Student Dress and Grooming Code 1990

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Names: Published by students of Katharine Gibbs School

Box 1, The Platen 1937

Scope and Contents note

Bound, yearbook, tan cover with red stripes, title and year. 95 pages, some loose.

Names: Katharine Gibbs School

Box 1, The Platen 1938

Scope and Contents note

Bound, yearbook. Red cloth cover. Title and year in gold. 90 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1939

Scope and Contents note

Bound yearbook. Black cloth cover. Title and year in red. 80 pages. Spiral binding.

Names: Katharine Gibbs School

Box 1, The Platen 1940

Scope and Contents note

Bound yearbook. Tan cloth cover. Title and year in dark brown. 79 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1941
Scope and Contents note

Bound yearbook. Blue cloth cover. Title and year in white. 92 pages. Loose pages.

Names: Katharine Gibbs School

Box 1, The Platen 1942

Scope and Contents note

Bound yearbook. Cover: tan cloth and maroon leather? Year in red. 81 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1943

Scope and Contents note

Bound yearbook. Tan cloth cover. Title and year in green. 56 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1944

Scope and Contents note

Bound yearbook. Green cloth cover. Title and year in gold. 64 pages. Loose binding.

Names: Katharine Gibbs School

Box 1, The Platen 1944

Scope and Contents note

Bound yearbook. Green cloth cover. Title and year in gold. 64 pages. Loose binding. Pictures have been cut out.
Names: Katharine Gibbs School

Box 1, The Platen 1945
Scope and Contents note
Bound yearbook. Black cloth cover. Title and year in gold. 86 pages. Loose binding. Copy 2

Names: Katharine Gibbs School

Box 1, The Platen 1946
Scope and Contents note
Bound yearbook. Green cloth cover. Title and year in blue. 64 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1947
Scope and Contents note
Bound yearbook. Blue cover. Title and year in gold. 64 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1949
Scope and Contents note
Bound yearbook. Light green cover. Title in gold; year on spine. 72 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1950
Scope and Contents note

Bound yearbook. Light orange cloth cover. Title, year and drawing of woman in gold. 72 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1951

Scope and Contents note

Bound yearbook. Light blue cloth cover. Title in gold; year on spine. 70 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1952

Scope and Contents note

Bound yearbook. Red cloth cover. Title in gold; year on spine. 72 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1953

Scope and Contents note

Bound yearbook. Green cloth cover. Title in gold; year on spine. 75 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1954

Scope and Contents note

Bound yearbook. Light blue cloth cover. Title in gold; year on spine. Illustrated end pages. 72 pages.

Names: Katharine Gibbs School
Box 1, The Platen 1955

**Scope and Contents note**

Bound yearbook. Blue cover. Title in silver; year on spine. 76 pages.

Names: Katharine Gibbs School

Box 1, The Platen 1956

**Scope and Contents note**

Bound yearbook. Green cloth cover. Title in silver; year on spine. 72 page. Pictures have been cut out. Missing pages.

Names: Katharine Gibbs School

Box 1, The Platen 1956

**Scope and Contents note**

Bound yearbook. Green cloth cover. Title in silver; year on spine. 72 page.

Names: Katharine Gibbs School

Box 1, The Executive 1967

**Scope and Contents note**

Bound yearbook. Green leather cover. Dark green title, crest.

Names: Katharine Gibbs School

Box 1, Katharine Gibbs School '76 1976

**Scope and Contents note**

Paper cover with blue lettering. 36 handnumbered pages.
Names: Katharine Gibbs School

Box 1, Changes 1979

Scope and Contents note
Green leather cover; gold lettering; waterfall picture on cover. 40 pages

Names: Katharine Gibbs School

Box 1, Katharine Gibbs School 1980 1980

Scope and Contents note
Black leather cover; tan lettering. 40 pages.

Names: Katharine Gibbs School

Box 1, Second to none in '81 1981

Scope and Contents note
Cover: Gold with black lettering. Colored photos of NY on end papers. 86 pages.

Names: Katharine Gibbs School

Box 1, Katharine Gibbs School Eighty two 1982

Scope and Contents note
Red leather cover with gold lettering and crest. 60 pages.

Names: Katharine Gibbs School

Box 1, Katharine Gibbs School 1983 1983

Scope and Contents note
Blue leather cover with dark blue lettering; cloud photo. 64 pages.
Names: Katharine Gibbs School

Box 1, Katharine Gibbs School 1984 1984

**Scope and Contents note**

Blue cover with gold lettering and crest. 88 pages.

Names: Katharine Gibbs School

Box 1, Beacon Light ’84 1984

**Scope and Contents note**

Brown leather cover with silver lettering and picture of building. 88 pages.

Names: Katharine Gibbs School

Box 1, Katharine Gibbs School Montclair 1985 1985

**Scope and Contents note**

Cream cover with dark blue lettering for title and crest. 77 pages.

Names: Katharine Gibbs School

Box 1, Eighty five : Excellence in All You Do 1985

**Scope and Contents note**

Dark blue leather cover with light blue lettering & crest. 38 pages

Names: Katharine Gibbs School

Box 1, Eighty five : Excellence in All You Do 1985

**Scope and Contents note**

Dark blue leather cover with light blue lettering & crest. 38 pages. Copy 2
Names: Katharine Gibbs School

Box 2, Eighty five : Katharine Gibbs School 1985

Scope and Contents note
Cream cover with dark blue lettering for title and crest. Sketch of KG school on end papers. 92 pages.

Names: Katharine Gibbs School

Box 2, 1986 Katharine Gibbs 75th Anniversary 1986

Scope and Contents note
Dark blue cover with silver lettering and diamond symbol. 80 pages.

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School 1986 1986

Scope and Contents note
Cream cover with dark blue lettering for title and crest. 39 pages.

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School 1986 1986

Scope and Contents note
Dark blue cover with gold lettering and crest. 60 pages

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School Diamond Jubilee 1986
**Scope and Contents note**

Cream cover with dark blue lettering and diamond symbol. 76 pages.

Names: Katharine Gibbs School

Box 2, 1987 Katharine Gibbs School 1987 Philadelphia

**Scope and Contents note**

Dark blue cover with gold lettering and crest. 60 pages

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School 1987 : 1987 Excellence in all you do

**Scope and Contents note**

Dark blue leather cover with white lettering and crest. 60 pages

Names: Katharine Gibbs School

Box 2, Montclair Katharine Gibbs Schools 1987 1987

**Scope and Contents note**

Dark blue leather cover with white lettering and crest. 49 pages

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School Tysons Corner 1987 1987

**Scope and Contents note**

White cover with blue lettering and crest. 39 pages
Names: Katharine Gibbs School

Box 2, Katharine Gibbs 87 1987

**Scope and Contents note**

Cream cover with dark blue lettering. 88 pages.

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School 1987 1987

**Scope and Contents note**

Gray cover with red lettering; sketch of steno pad. 80 pages.

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School North 1987 Bethesda 1987

**Scope and Contents note**

Dark blue cover with white lettering and crest. 40 pages

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School 88 1988

**Scope and Contents note**

Dark blue cover with white lettering. 59 pages

Names: Katharine Gibbs School

Box 2, Nineteen eighty eight Katharine Gibbs School 1988

Nineteen eighty eight Katharine Gibbs School.
Scope and Contents note

Cream cover with dark blue lettering. 64 pages

Names: Katharine Gibbs School

Box 2, Nineteen eighty eight Katharine Gibbs School. 1988

Scope and Contents note

Cream cover with dark blue lettering. 64 pages. Copy 2

Names: Katharine Gibbs School

Box 2, Stand Above the Crowd 1988

Scope and Contents note

Dark blue cover with gold lettering and crest. 60 pages

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School 1988 1988

Scope and Contents note

Dark blue cover with white lettering and crest. 79 pages

Names: Katharine Gibbs School

Box 2, Nineteen eighty eight Katharine Gibbs School. 1988

Scope and Contents note

Cream cover with dark blue lettering and silhouette. 64 pages

Names: Katharine Gibbs School
Box 2,
Katharine Gibbs School Montclair, New Jersey

**Scope and Contents note**
Cream cover with blue lettering. 79 pages

Names: Katharine Gibbs School

---

Box 2,
Nineteen 91 Katharine Gibbs

**Scope and Contents note**
Light blue leather cover with red lettering. 40 pages

Names: Katharine Gibbs School

---

Box 2,
Katharine Gibbs School 1976

**Scope and Contents note**
Light green paper cover with crest. 32 pages

Names: Katharine Gibbs School

---

Box 2,
Katharine Gibbs School 1981

**Scope and Contents note**
White leather cover with black lettering. 43 pages

Names: Katharine Gibbs School

---

Box 2,
Katharine Gibbs School 1982

**Scope and Contents note**

---

Box 2, Katharine Gibbs School Montclair 1985 1985
Scope and Contents note
Cream cover with blue lettering. 77 pages
Names: Katharine Gibbs School

Box 2, Katharine Gibbs School Montclair 1986 1986
Scope and Contents note
Black cover with silver lettering. 49
Names: Katharine Gibbs School

Box 2, Montclair Katharine Gibbs Schools 1987
Scope and Contents note
Blue leather cover with white lettering:. 49 pages.
Names: Katharine Gibbs School

Box 2, Katharine Gibbs 88 1988

Scope and Contents note
Blue leather cover with white lettering;
59 pages.

Names: Katharine Gibbs School

Box 2, Katharine Gibbs School Montclair, New Jersey 1989

Scope and Contents note
White leather cover with blue lettering. 79 pages. Copy 2

Names: Katharine Gibbs School

Box 2, Katharine Gibbs Nineteen Ninety 1990

Scope and Contents note
Blue cover with silver lettering. 96 pages

Names: Katharine Gibbs School

Box 3, Ninety one Katharine Gibbs 1991

Scope and Contents note
2 copies. Blue cover with gray lettering.
68 pages.

Names: Katharine Gibbs School

Box 3, Eighty-five Katharine Gibbs School 1985

Scope and Contents note
Cream cover with blue lettering. 92 pages
Names: Katharine Gibbs School

Box 3, Katharine Gibbs School 1986 Diamond Jubilee 1986

Scope and Contents note

Cream cover with blue lettering. 76 pages

Names: Katharine Gibbs School

Box 3, Katharine Gibbs School Rockville 1986 1986

Scope and Contents note

Blue cover with white lettering. 38 pages

Names: Katharine Gibbs School

Box 3, Katharine Gibbs Eighty-seven 1987

Scope and Contents note

Cream cover with blue lettering. 87 pages

Names: Katharine Gibbs School

Box 3, Katharine Gibbs 88 1988

Scope and Contents note

"Front Desk" copy. Cover damaged. Blue leather cover with white lettering. 59 pages.

Names: Katharine Gibbs School

Box 3, Katharine Gibbs School Tysons Corner 1987
Scope and Contents note

White cover with blue lettering and crest. 39 pages

Names: Katharine Gibbs School

Box 3, Diamond Jubilee Katharine Gibbs School 1986

Scope and Contents note

Blue cover with silver lettering. 60 pages

Names: Katharine Gibbs School

Box 3, Katharine Gibbs School 1987: Excellence in all you do

Scope and Contents note

Blue cover with white lettering. 60 pages

Names: Katharine Gibbs School

Box 3, Katharine Gibbs School: Road to Success 89

Scope and Contents note

Red cover with gray lettering. 64 pages.

Names: Katharine Gibbs School

Box 3, Nineteen eighty eight Katharine Gibbs School.

Scope and Contents note

Cream cover with blue lettering. 64 pages
Names: Katharine Gibbs School

Box 3, Katharine Gibbs 1990 : The Year 1990

**Scope and Contents note**

Blue cover with gold lettering. Pictures cut out. 59 pages.

Names: Katharine Gibbs School

Box 3, 1991 Excellence in All You Do : 1991 Katharine Gibbs

**Scope and Contents note**

Blue cover with gray lettering. 64 pages

Names: Katharine Gibbs School

Box 3, Nineteen Ninety Three Katharine Gibbs 1993

**Scope and Contents note**

2 copies. Light green cover with dark green lettering. 48 pages

Names: Katharine Gibbs School

**Series 3, Audiovisual,**

**Subseries 1, Photographs,**

**Scope and Contents note**

Arranged chronologically.

**Subseries 2, Audio,**

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<th>Container</th>
<th>Description</th>
<th>Date</th>
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</thead>
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<td>Box 6, Folder 1</td>
<td>Montclair Building interiors</td>
<td>c.1950 - c.1970</td>
</tr>
<tr>
<td>Box</td>
<td>Folder</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>Montclair Building exteriors</td>
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<td>8</td>
<td>Montclair Events</td>
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<tr>
<td>6</td>
<td>14</td>
<td>Montclair Graduation</td>
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<tr>
<td>6</td>
<td>4</td>
<td>Montclair Bus</td>
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<tr>
<td>6</td>
<td>23</td>
<td>School trips</td>
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<tr>
<td>6</td>
<td>9</td>
<td>Montclair Events</td>
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<tr>
<td>6</td>
<td>17</td>
<td>Portrait - Gibbs, Gordon</td>
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<tr>
<td>6</td>
<td>7</td>
<td>Montclair classes</td>
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<tr>
<td>6</td>
<td>2</td>
<td>Montclair Building interiors - rooms</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>Montclair Staff</td>
</tr>
<tr>
<td>6</td>
<td>26</td>
<td>Gibbs Faculty, staff and students, unidentified</td>
</tr>
<tr>
<td>6</td>
<td>25</td>
<td>Montclair students</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Montclair, NJ Open House; Norwalk Fashion Show; Placement Service</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Tracking Down a Job; Unidentified</td>
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<tr>
<td>4</td>
<td></td>
<td>Trips to Europe and Bermuda</td>
</tr>
<tr>
<td>Box 4, Folder 4</td>
<td>Fashion Show; Open House</td>
<td>1972-1977</td>
</tr>
<tr>
<td>Box 4, Folder 15</td>
<td>Unidentified slides</td>
<td>1972-1982</td>
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<tr>
<td>Box 6, Folder 19</td>
<td>Faculty</td>
<td>1974-c.1990</td>
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<tr>
<td>Box 6, Folder 13</td>
<td>Trip to Bermuda</td>
<td>1975</td>
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<tr>
<td>Box 6, Folder 11</td>
<td>Montclair open house</td>
<td>1978, 1992</td>
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<td>Box 6, Folder 6</td>
<td>Montclair Candlelight Fiesta</td>
<td>1979</td>
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<td>Box 6, Folder 12</td>
<td>Montclair prom</td>
<td>1979</td>
</tr>
<tr>
<td>Box 6, Folder 24</td>
<td>Montclair Class of 1979 scrapbook photos</td>
<td>1979</td>
</tr>
<tr>
<td>Box 6, Folder 16</td>
<td>Portrait - Gibbs, Blanche</td>
<td>c.1980</td>
</tr>
<tr>
<td>Box 4, Folder 10</td>
<td>Slideshow of Gibbs Locations</td>
<td>1980s</td>
</tr>
<tr>
<td>Box 6, Folder 5</td>
<td>Montclair Blood Bank</td>
<td>1983</td>
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<tr>
<td>Box 6, Folder 21</td>
<td>Montclair fashion show</td>
<td>c.1985</td>
</tr>
<tr>
<td>Box 6, Folder 18</td>
<td>Montclair students, staff and faculty</td>
<td>c.1985</td>
</tr>
<tr>
<td>Box 6, Folder 18</td>
<td>Portrait - Vreeland, Eleanor and Tarrant, Doris</td>
<td>c.1990</td>
</tr>
</tbody>
</table>
Box 6, Folder 22
Politicians - Kean, Tom and Whitman, Christine Todd 1996

Box 5,
Typewriting Rhythm Records n.d.
*Scope and Contents note*
Vinyl records
Names: McGraw-Hill Book Company

Box 4,
Katharine Gibbs School 75th Anniversary 1986
*Scope and Contents note*
Magnetic video tape
Names: Performance Designs, Inc.

Box 4,
Association of Independent Colleges and Schools; Member of the Year; Eleanor Vreeland; 75th Anniversary 1986
*Scope and Contents note*
Magnetic video tape
Names: Performance Designs, Inc.

Series 4, Artifacts,
*Scope and Contents note*
Arranged chronologically.

<table>
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<tr>
<th>Container</th>
<th>Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Box 14,</td>
<td>Corona typewriter</td>
<td>circa 1900</td>
</tr>
</tbody>
</table>
Scope and Contents note

Corona 3, manual typewriter with 2 color ribbon; 28 keys; folding model. Model patented 1917; sold by Model Typewriter Company, 181 Devonshire St., Boston

Names: Corona Typewriter Company, Inc

Box 11, Underwood Standard Portable circa 1900

Scope and Contents note

3 bank - 28 keys; black ribbon

Names: Underwood Corporation

Box 8, The Katharine Gibbs Interschool Typewriting Trophy Amateur Championship 1929 (?)

Scope and Contents note

Sterling Silver loving cup; 13 1/2" tall; names engraved on back. Silver mark on bottom; A11974.

Names: Gorham

Box 5, Business Value of Culture 1933

Scope and Contents note

Framed 1 page article written by Katharine Gibbs.

Names: Gibbs, Katharine, 1863-1934

Redbook
<table>
<thead>
<tr>
<th>Box/Case/Map/Drawing</th>
<th>Description</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Box Map case, Drawer 14</td>
<td>Katharine Gibbs Portrait</td>
<td>1934</td>
</tr>
</tbody>
</table>

**Scope and Contents note**

Original oil painting; signed and dated by artist; 36" x 27.5"

Names: Noyes, Wilbur Fisk

<table>
<thead>
<tr>
<th>Box/Case/Map/Drawing</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Box Map case, Drawer 14</td>
<td>Katharine Gibbs Portrait</td>
<td>1934</td>
</tr>
</tbody>
</table>

**Scope and Contents note**

Original oil painting; signed and dated by artist; 42" x 30"

Names: Noyes, Wilbur Fisk

<table>
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<tr>
<th>Box/Case/Map/Drawing</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 8,</td>
<td>The Katharine Gibbs Interschool Typewriting Trophy Novice Championship</td>
<td>1937-1944</td>
</tr>
</tbody>
</table>

**Scope and Contents note**

Silver/silverplate loving cup trophy; 10 1/2" tall; engraved with names of award recipients. Unidentified silver mark: .M. Anchor Lion Passant L.

<table>
<thead>
<tr>
<th>Box/Case/Map/Drawing</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 7,</td>
<td>The Mary M. Ryan Typewriting Trophy</td>
<td>1938-1944</td>
</tr>
</tbody>
</table>

**Scope and Contents note**

Sterling Silver footed tea server (?) with handles and lid; 14" tall; engraved with names of award recipients. Silver mark on back; according to attached sign, Mary Ryan was Katharine Gibbs' sister.

<table>
<thead>
<tr>
<th>Box/Case/Map/Drawing</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box On Shelf,</td>
<td>Katharine Gibbs School 1911-1961; Presented by The Providence Alumnae, October 23, 1961</td>
<td>1961</td>
</tr>
</tbody>
</table>
Scope and Contents note

Silver Paul Revere style bowl; footed; engraved; 15" diameter. Silver mark on bottom; number 502.

Names: Poole Silver Co.

Box 10,
KGS Activity Award 1980-1983

Scope and Contents note

Silverplate tray engraved with names of award recipients, 11 1/2" on wooden plate holder. Label on back damaged; marks visible but only part of name.

Names: Sheridan (?)

Box 8,
Rhode Island Heritage Hall of Fame, Katharine Gibbs, Inducted 1983 1983

Scope and Contents note

Pewter (?) statute of man mounted on wood platform; 8" tall. No identifying marks.

Names: Rhode Island Heritage Hall of Fame

Box 15,
Sony Dictator/Transcriber circa 1985

Scope and Contents note

Sony model BM-75 Dictator/Transcriber with foot control

Names: Sony

Box 12,
White gloves : Katharine Gibbs 1986
Diamond Jubilee
**Scope and Contents note**

5 white cotton gloves with blue lettering; 1 glove has "diamond"; 4 left-hand, 1 right-hand

Names: unknown

Box 4, Exhibit panels 1990s?

**Scope and Contents note**

54 panels regarding the history of the school. Some panels have original documents and photographs.

Box 5, Folder 50 Class of July 2000 Picture 2000

**Scope and Contents note**

Framed and signed picture of students in the class of July 2000.

Names: unknown

Box 5, Folder 48 Rhode Island Monthly : Special Collector's Issue Jan-00

**Scope and Contents note**

Framed cover; Special Collector's Issue: The Good, The Bad, and Everything In Between: 1,000 Years of Heroes, Scoundrels, Rocks, Jocks, and Katharine Gibbs

Names: Rhode Island Monthly Communications, Inc.

Box 13XXX, Katherine Gibbs School Placque 2001
Scope and Contents note

News story from Providence Business News about Katherine Gibbs School president; Mounted on wood

Names: In the News: Where News Never Gets Old

Box 5, Folder 49

ACICS Certificate of Accreditation as a Business School

Scope and Contents note

Framed certificate signed by Executive Director of ACICS

Names: Accrediting Council for Independent Colleges and Schools

2003 December 31

Box 5, Folder 51

Certificate of Approval to Operate granted by the Office of Higher Education, State of Rhode Island and Providence Plantations

Scope and Contents note


Names: Commissioner of Higher Education

2003/2004

Box 12, Outstanding Achievement Award given to the Human Resources Team by Career Education Corporation

Scope and Contents note

Wood plaque presented to Gibbs College Cranston "for exemplary
performance in serving students and achieving the 2005 management goals.

Names: Finer Line Engraving Shop

Box 12, Outstanding Achievement Award given to Compliance Team by Career Education Corporation 2006

Scope and Contents note

Wood plaque presented to Gibbs College Cranston "for exemplary performance in serving students and achieving the 2005 management goals.

Names: Finer Line Engraving Shop

Box 12, Silver flatware in Silver Chest n.d.

Scope and Contents note


Names: Victor S. Co.

Box 13XXX, Silver tray n.d.

Scope and Contents note

Silver rectangular tray with handles; 24 1/2" x 17 1/2". "P" in diamond mark on bottom; numbered; M. Mounts.

Names: Pairpoint Mfg Co.
Box 12, Silver tea set : teapot n.d.

**Scope and Contents note**

Set includes: tea pot, sugar bowl, 2 cream pitchers, numbered 3690.

Names: Reed & Barton

Box 12, Silver tea set : creamer n.d.

**Scope and Contents note**

Set includes: tea pot, sugar bowl, 2 cream pitchers, numbered 3690.

Names: Reed & Barton

Box 12, Silver tea set : creamer n.d.

**Scope and Contents note**

Set includes: tea pot, sugar bowl, 2 cream pitchers, numbered 3690.

Names: Reed & Barton

Box 8, Silver tea set : sugar bowl n.d.

**Scope and Contents note**

Set includes: tea pot, sugar bowl, 2 cream pitchers, numbered 3690.

Names: Reed & Barton

Box 10, Silver tray n.d.

**Scope and Contents note**

Round silver tray; 12", no marks.

Names: unknown

Box 10, Silver teapot (electric) n.d.
Scope and Contents note

Silver tea/coffer server on stand; 13" tall with stand; electric; cord missing, numbered 2129.

Names: Meridian Silver Plate Co. / International Silver Co.

Box 12, Sugar tongs n.d. Scope and Contents note

Stainless (?) sugar tongs, no marks.

Names: unknown

Box 12, Silver Ladle n.d. Scope and Contents note

Silver ladle for punch bowl, no marks

Names: unknown

Box 9, Glass punch bowl, pressed glass n.d. Scope and Contents note

Pressed glass punch bowl with 17 matching pressed glass cups and plastic cup hangers; 11 1/2" diameter, no marks. 2 cups shattered in transit to Brown University.

Names: unknown

Box 9, 9 pressed glass cups that match the n.d. glass punch bowl
Scope and Contents note

Originally 17 glass cups but 2 shattered in transit to Brown University

Names: unknown

Box 10, 6 pressed glass cups that match the n.d.
glass punch bowl

Scope and Contents note

Originally 17 glass cups but 2 shattered in transit to Brown University

Names: unknown

Box 12, Merit Certificate stamp n.d.

Scope and Contents note

Metal engraved plate for stamping certificates

Names: unknown

Box 12, Gibbs College Sign n.d.

Scope and Contents note

Metal sign for door or building: brass (?) 10” x 8”; with 3 rosettes and toggle bolts for fastening, missing 1

Names: unknown

Box 12, Katharine Gibbs College banner n.d.

Scope and Contents note

Dark blue nylon cloth with gold fringe and coat of arms logo on white background; 62” x 36”; gold rope tassel for hanging
Names: Valley Forge Co.

**Box 13XXX,** Katharine Gibbs Portrait  
**Scope and Contents note**
Original oil painting; unsigned and undated; 25” x 21.75”

**Box 8,** Katharine Gibbs School. Excellence in all you do  
**Scope and Contents note**
Blue felt pennant with white text.

**Box 4,** Secretary’s Notebook  
**Scope and Contents note**
Blank notebook with blue cover embossed with KGS logo on front

**Box 4,** [Secretary’s Notebook] Stand Above the Crowd, Gibbs for Business Careers  
**Scope and Contents note**
Blank notebook with red cover

**Series 5, Library records,**

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<th>Container</th>
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<td>Box 16,</td>
<td>Library book lists and check-out cards</td>
<td>2008-2009</td>
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</tbody>
</table>

**Scope and Contents note**
When the Katharine Gibbs School closed, the staff disbursed the books that were in the library to other educational institutions around the country. This box contains lists of the books, the check-out cards from the
books, and correspondence with the institutions that took them.