The papers were donated to the Library by Caroline F. Ware (Mrs. Gardiner C. Means) between 1979 and 1985. Additional will be forthcoming upon her death.

The papers consist of correspondence, lists, maps, memoranda, minutes, newsletters, notes, press releases, printed materials, programs, reports and teaching materials relating to Dr. Ware's teaching career, government service, international, civic and professional activities, research projects and awards of distinction. Among the topics included, there is material relating to race relations, women's issues, ethnic and cultural studies, social work, consumer issues, community development, Latin America, Puerto Rico, Mexico, India, Ceylon, Washington Urban League, InterAmerican Commission of Women, Overseas Education Fund of the League of Women Voters, National Defense Advisory Commission, Office of Price Administration, The President's Commission on the Status of Women, workers education, health, housing, youth and social security.

Quantity: 60 linear feet

Copyright: Caroline Ware has retained all copyrights in her writings and other historical materials until her death, whereupon all copyrights shall pass to the U.S. Government.

Restrictions: Materials which would constitute an unwarranted invasion of personal privacy have been removed.

Related Materials:
- President's Official File
- Papers of Katherine P. Ellickson
- Papers of Leon Henderson
- Papers of Gardiner C. Means
- Papers of Lowell Mellett
- Papers of Eleanor Roosevelt
- Papers of Hilda Smith
- Papers of Rexford Tugwell
Caroline F. Ware

DESCRIPTION OF THE COLLECTION

The collection consists of correspondence, lists, maps, memoranda, minutes, newsletters, notes, press releases, printed materials, programs, reports and teaching materials relating to Caroline Ware's teaching career, government service, international, civic and professional activities, research projects, awards and distinctions. Dr. Ware arranged the materials to reflect her many interests. The staff retained her arrangement except where changes facilitated use by researchers.

The papers are arranged in one alphabetical series containing several large subject files, established by Dr. Ware, interspersed with many smaller files. Because her interests were often inter-related, there is information on some topics in several different files. For example, materials on housing are found under housing and under consumer interests; materials on ethnic and cultural studies are found under Vassar College, Howard University, and American University (where Dr. Ware taught courses on these topics) as well as under ethnic studies. Material on Latin American women's issues is found under both Latin America and under women's issues. Some of the subject files are inter-related also. For example, there are files on both civil rights and race relations; health and housing are separate subject files but both are almost exclusively devoted to the consumer aspects of those topics.

Dr. Ware traveled frequently in her work and often took papers of current interest with her. Files relating to overseas conferences and training sessions may contain papers relating to stateside activities of quite a different nature. These strays have been retained in the files in which they were found because Dr. Ware used them to record notes in the blank spaces on her activities of the moment. A few of Dr. Ware's activities are not documented in this collection. There are no files concerning her service with the U.S. Information Service; papers for particular years of service with some government agencies and other organizations were returned by her to them to flesh out their records.

Dr. Ware also has papers at Yale University, relating to the History of Mankind, Volume VI, which she co-authored with K.M. Panikkar and J.M. Romein under the auspices of UNESCO.

Some of the papers of Harriet Elliot, Consumer Commissioner for the National Defense Advisory Commission and Office of Price Administration, were given for safe keeping to Dr. Ware prior to Miss Elliott's trip to Germany. Miss Elliott never reclaimed them and after her death, they were incorporated.
into the papers of Dr. Ware, albeit they duplicated Dr. Ware's holdings. Additional papers of Harriet Elliott are housed at the Walter Jackson Library of the University of North Carolina at Greensboro.

Dr. Ware's papers contain several subject files of materials not available elsewhere. The American Association of University Women file contains minutes of the National Board, records of the Social Studies and Legislative committees, correspondence, internal memoranda and copies of testimony reflecting the organizations position and support of legislation on many consumer issues. Dr. Ware served on the National Board, and the Legislative and Social Studies Committee, presented testimony on behalf of legislation, prepared pamphlets and study materials and participated in policy making at the National Board level.

The consumer materials are very comprehensive records of the early years of the consumer movement. Dr. Ware occupied key positions in the consumer affairs during these years, serving the consumer movement in government agencies under the Roosevelt, Truman and Kennedy administrations as well as in myriad private consumer watchdog agencies. Related materials to Dr. Ware's papers will be found in the records of the National Consumers League at the Library of Congress and records of the Consumers Union at the headquarters of the Consumers Union Foundation.

Dr. Ware's interests in social developments in Latin America are extensive and well documented for the years 1945-1977. The material relates mainly to social work and social welfare, community development and self-help, women's affairs, the training of women as leaders and volunteers, and education and planning in these fields. From 1945 to 1976, Dr. Ware visited and engaged in professional activity in all the countries of Latin America except Uruguay. She served as an expert technical consultant for the United Nations, the Organization of American States, the Inter-American Development Bank, the Pan American Health Organization, the Inter-American Commission of Women, the Overseas Education Fund of the League of Women Voters, and the American International Association and also responded to direct invitations from public and private Latin American agencies. She was also visiting professor, evaluator of national programs, conductor of seminars, workshops, short courses and training institutes, advisor to the Latin American Association of Schools of Social Work, member of the Board of the Inter-American Council of Social Welfare, researcher, editor and reporter, and participated in interagency efforts to coordinate the technical assistance activities of international agencies. Her manuals on community organization and community development were widely used throughout Latin America, and led to many requests for her services as a consultant. A meeting of a United Nations seminar in 1962
declared her to be "the foremost Latin American worker in community development and organization." The collection is thus unique in its breadth of perspective and scope within the range of concerns which it covers. It should be noted that most of these materials, including Dr. Ware's own notes, are in Spanish and Portuguese.

Other subject files of note include social work, women's issues and workers education. From 1920 to 1962, Dr. Ware held various teaching positions in schools, colleges and universities, here and abroad. First and foremost, she considered herself a teacher, taking vacations or leaves of absence to pursue other interests. Her teaching method of general class discussion rather than lectures is reflected in the methods she used in seminars, conferences and workshops in this country and overseas. Her accumulating files and papers reflected her long-standing interests in the fields of social work, social development, women, consumers, housing, health, labor and workers education. None of her files could be considered a separate entity as they all reflect the interweaving of her many interests in her daily activities.

Dr. Ware has retained a small segment of her papers which will be forthcoming at her death. This accretion will contain her published works, some in several editions or languages.
CAROLINE F. WARE

BIOGRAPHICAL SKETCH

Born: August 14, 1899, Brookline, Massachusetts

Parents: Henry and Louisa Farrar (Wilson) Ware

Married: Gardiner C. Means, June 2, 1927

Education: Winsor School, Boston, 1916; Vassar College, A.B. 1920; Oxford University, 1922-1923; Radcliffe College, M.A. 1924, Ph.D. 1925

Academic Positions:
- Baldwin College, Bryn Mawr, Pennsylvania: Teacher, 1920-1922
- Vassar College, History Department: Instructor - Associate Professor, 1925-1934
- Sarah Lawrence College: Social Science Faculty, 1935-1937
- American University, Departments of History and Sociology: Associate Professor, Lecturer, 1936-1955
- Howard University, History Department: 1942-1944; School of Social Work: Professor, 1945-1961
- University of Puerto Rico, College of Social Science and Department of Social Work: Visiting Professor, 1945-1948
- Schools of Social Work, Bogota and Medellin, Colombia: Visiting Professor, 1953
- School of Social Work, El Salvador: Visiting Professor, 1955
- Graduate Institute, School of Social Work, Chile: Visiting Professor, 1962

Research:
- Columbia University Social Science Research Council: Community Study of Greenwich Village, New York City, 1930-1932
- American Labor Education Service: study of university labor education programs, 1946
- United Nations: study of community development activities in Paraguay, Bolivia and Peru; study of social work training in Latin America, 1963-1964

Government Service:
- Consumer Advisory Board, National Recovery Administration and Consumer Division, National Emergency Council: Special Assistant, 1934-1935
- National Resources Committee, Industrial Section: Social Science Analyst, 1938
- National Defense Advisory Commission and Office of Price Administration: Assistant to Consumer Commissioner, 1940-1942
Government Service (con't)

Consumer Advisory Committee to the Office of Price Administration: Chairman of the Executive Committee, 1943-1946; Secretary of the Committee, 1943-1946
Office of Price Administration, Regional Office for Puerto Rico and Virgin Islands: Consultant, 1945-1946
Consumer Advisory Committee to the Council of Economic Advisors: Chairman, 1947-1952
President's Commission on the Status of Women: Member, 1961-1963
Consumer Advisory Council, Executive Office of the President: Member, 1962-1964
Public Advisory Committee on Trade Negotiation: Member, 1964-1967

International Activity:

American International Association: Member of technical mission to plan pilot community development program in Venezuela, 1948
Panamerican Health Organization, 1971, Member First Advisory Committee on Social Welfare and Health; 1974, Consultant
International Activity (con't)
Bolivia, Mexico, Colombia, Ecuador, Dominican Republic
Government of Panama, Institute of Housing and Urbanism: Consultant, 1968

Other Employment:
Labor Education, Teacher in labor schools: summers 1922, 1930, 1937, 1943, 1944
Vassar Summer Institute: Faculty member, summers, 1942, 1944

Civic and Professional Activities:
American Association of University Women: Member of the Board as Social Studies Chairman and member of legislative committee, 1939-1951
Washington Urban League: 1951ff., Board member and member of Advisory Council; President of Advisory Council, 1953-1955
National Association of Social Workers, Member of committees on Community Organization, Research, International Social Work
Council on Social Work Education, member of various committees
American Labor Education Service, Member of boards and committees of affiliated schools for workers
Consumer Clearinghouse: Chairman, 1945-1950
National Consumers League: Board member
National Council of Negro Women, International Program, 1975ff.; Member of Advisory Board
Clearinghouse on Women's Issues, 1963-1980
Overseas Education Fund of the League of Women Voters, 1967ff., member of the Latin American Program Committee
Inter-American Commission of Women, 1968 Assembly, member of U.S. delegation

Awards and Distinctions:
Hart, Schaffner and Marx Economics Prize, 1929
Honorary Professor, University of San Marcos, Peru, 1965
Graduate Achievement Medal, Radcliffe Graduate Society, 1967
Whitney M. Young Memorial Award, 1974

Principal Publications:
The Early New England Cotton Manufacture, 1931; reprint 1965
Greenwich Village, 1920-1930, 1935; paperback 1965
The Modern Economy in Action, 1936, co-author with Gardiner C. Means
Principal Publications (con't):
The Structure of the American Economy, 1938, an assistant
author (National Resources Committee)
The Cultural Approach to History, 1940, Editor; reprint
1965
The Consumer Goes to War, 1942
Labor Education in Universities, 1946
Estudio de la Comunidad, 1947; revised edition, 1952;
numerous reprints
Organizacion de la Comunidad para el Bienestar Social,
1954
Trabajos Practicos en Organizacion y Desarrollo de la
Comunidad, 1962, Editor
History of Mankind, Volume VI: The Twentieth Century,
1966; U.S., French and Greek editions, 1967-1968,
author-editor, (co-authors J.M. Romein and K.M.
Panikkar)
Women Today: Trends and Issues, 1964
Analisis y Evaluacion de Programas de Desarrollo de la
Comunidad, published by CIADEC, Venezuela, 1970
Articles for Encyclopedia of the Social Sciences, 1930-
1935, on "Emigration," "Immigration," "Ethnic
Communities," "Foreign Language Press"
Various articles and publications on community develop-
ment and/or social work in Puerto Rico and Latin
America, published by the Pan American Union, in
reports of seminars or elsewhere and reprinted in
several countries from time to time and in the
Community Development Review
Articles on social work and community development in
Social Work Journal (1949) and International Social
Work (1967)
"Ano Internacional de la Mujer: Dimension Historica y
Social" in Seleccion de Servicio Social, 1975

Note: A complete listing of Caroline Ware's writings is found
in her papers under "Bibliography of C.F. Ware Writings"

Caroline Farrar Ware currently resides with her husband,
Gardiner C. Means, at 1600 Beulah Road, Vienna, Virginia
22180

Died 1990
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4  Social and Civic Problems
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   American Historical Association
   Beveridge Memorial Prize Committee
   The Cultural Approach to History

5  Editorial Correspondence 1940
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5 (con't)  American University
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           American Economic History
           American Scene 1938-1939
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           Development of American Culture
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           Class Materials

6  Examinations 1940
   History 132
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   History of American Industry
   Class Materials
   Lectures 1939
   History of Caste and Class in American Society
   Labor and the Community
   Class Materials
   Class Notes 1938
   Notes

7  Printed Materials
   Student Papers
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   Syllabus
   Miscellaneous
   Plan for an Historical Journal
   Social Aspects of Defense 1940-1944
   Social Forces in American Society
   Social Science Concepts
   Thesis Outlines

8  Bibliography of C.F. Ware Writings
   Caribbean
   Economic Problems 1943-1944
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   Economy 1946-1947
   Social and Economic Studies
   June-July 1953
   September-October 1953
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   University College of the West Indies
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8 (con't)  Civil Rights
           Northern Virginia Urban League
           Advisory Committee Minutes
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9           Washington Urban League
           Annual Report 1975-1976
           Board of Directors
           Minutes 1973-1980
           Orientation Manual
           Board of Directors and Board
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           Conference on Competency Testing 1980
           Executive Director's Reports
           Housing Activities Prior to 1968
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10          Policy Statements
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           Position Papers 1971-1979
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    Randolph Mason
    Consumer Materials
    Agriculture and Pesticides
    Albany Consumer's Council
    AAUW Consumer Agency Proposal 1940

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    The American Consumer: A Critical
    Appraisal
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Consumer Education Development Program
Consumer Interest Research Institute
Consumer Movement Publications

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Department of Health, Welfare, Education
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Emergency Consumers Conference
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   1973-1979
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Project CD2 - Fuel Oil Prices
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Project CD6 - Milk
Project CD7 - Family Expenditures
Survey
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45 (con't) Consumer Materials (con't)
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Cultural Elements - Miscellaneous Papers
Emergency Exchange Association - Barter Plan
Encyclopedia of Social Studies
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   English Material in Foreign Language Papers

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Ethnic Analysis of Catholic Directory
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Ethnic Materials - Cultural Diversity Draft
Immigration
   Proposed Book 1932
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48 (con't) Ethnic Studies (con't)
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49
Foreign Born in Politics 1928
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  the United States 1928
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Younger Males and Females, Italian
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Labor Education and Government Programs 1945
Labor Education Article 1949
  Active and Continuing Programs
  Cornell
  Correspondence
  Loyola
  Massachusetts Institute of Technology
  New or Newly Listed Programs
  New - No Programs
  Old - No Programs
  Other
  Programs Discontinued
  Questionnaire Replies

Roosevelt College
St. Peter's College
University Extension Courses
University of Chicago
University of Minnesota
University of Wisconsin
Labor Education Course 1937
Labor Education Projects
Labor Education Service
Labor Extension Service Bill
Southern School for Workers, 1937

Southern Summer School for Women Workers
  in Industry 1937-1942
Southern Summer School Scrapbooks
Summer School for Office Workers 1947
Teachers Project
William R. Smith Memorial Workshop
Workers Educational Association
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## Finding Aids Folder List

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