

**Melva Williams Papers**  
**11272013.MWP.BLMCDFMA**

**Finding aid prepared by Beth Loch, Meghan  
Courtney, Dominique Fuqua, and Mooni Abdus-Salam**

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December 26, 2013

Describing Archives: A Content Standard

Chicago Public Library: Vivian G. Harsh Research Collection

November 27, 2013

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## Table of Contents

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<u>Summary Information</u> .....	3
<u>Biographical/Historical note</u> .....	4
<u>Scope and Contents note</u> .....	5
<u>Administrative Information</u> .....	5
<u>Related Materials</u> .....	5
<u>Controlled Access Headings</u> .....	5
<u>Cited Sources</u> .....	6
<u>Collection Inventory</u> .....	7
<u>Series I: Biographical Materials</u> ,.....	7
<u>Series II. Professional</u> ,.....	18
<u>Series III: Correspondence</u> ,.....	52
<u>Series IV: Sheet Music</u> ,.....	55
<u>Series V: Audio-Visual Materials</u> ,.....	99
<u>Series VI: Scrapbooks and Photographs</u> ,.....	101

## Summary Information

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<b>Repository</b>	Chicago Public Library: Vivian G. Harsh Research Collection
<b>Title</b>	Melva Williams Papers
<b>Date [bulk]</b>	Bulk, 1940-1994
<b>Date [inclusive]</b>	1888-1994, bulk 1940-1994
<b>Extent</b>	22.0 Linear feet
<b>Language</b>	English
<b>Abstract</b>	<p>Melva L. Williams was born on June 1, 1925 in Chicago, Illinois. After attending DuSable High School in Chicago, Williams attended several colleges and ultimately received her Bachelor of Education from Chicago Teacher's College (later Chicago State University) and her Doctorate in Education from Nova Southeastern University. Over the years, Williams worked as a gospel music performer, choir director, music teacher, stage actor, teacher, and Assistant Principal at George W. Collins High School. The Melva Williams Papers span from 1888-1994 with the bulk of the material ranging from 1940 to 1993. They are arranged into six series: "Biographical," "Professional," "Correspondence," "Sheet Music," "Audio-Visual," "Photographs and Scrapbooks."</p>

## Biographical/Historical note

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Melva L. Williams was born on June 1, 1925 in Chicago, Illinois to Oscar and Louvonia Williams. She attended DuSable High School (1939-1942) and continued her education at Wilson Jr. College (1942-1944). She then studied vocal performance at the American Conservatory of Music (1946-1948), and Music Education at Roosevelt College, later renamed Roosevelt University (1952-1954). Williams received her Bachelor of Education from Chicago Teachers College (later Chicago State University) in 1961. After briefly attending the University of Washington, Northwestern Evening College, Columbia College, and Roosevelt University as a graduate student, Williams received her Doctorate of Education from Nova Southeastern University in the early 1980s.

Williams worked as an educator and speech consultant at Hess Upper Grade Center (1961-1967), District 8 School (1967), and Manley High School. She then served as an Assistant Principal at and George W. Collins High School in Chicago until 1994. As part of her Assistant Principal role, Williams collected reports, studies, and sample lesson plans in an effort to study curriculum for many school subjects. In addition to her daily work as Assistant Principal, Williams worked to create a sense of empowerment among Black students through involvement in theater and music. In the 1970s, she participated in plans for a multimedia laboratory that students could use to create their own television segments and musical recordings.

Early in life, Williams performed as a singer and competed in numerous vocal competitions, eventually winning a scholarship at the National Gospel Convention in 1940. Williams became a member of the Sallie Martin Singers with Dorothy Simmons, Sarah Daniels, Julie Mae Smith, and Ruth Jones (later known as Dinah Washington). The group toured the United States and is known as the first all-female gospel quartet. During the 1950s, Williams taught private music lessons. In later years, Williams directed the Willomel Choral Ensemble in numerous performances around the Chicago area. She served as Minister of Music at Bethel A. M. E. Church in Chicago, where she was an active member of the congregation. She also directed choirs and performed at many other churches in the Chicago area, including St. Thomas Aquinas Church, Providence Baptist Church, Christ United Methodist Church, and Bryn Mawr Community Church. She was a member of the Chicago Federation of Musicians. Williams also excelled as an actor. During her career, she performed dramatic readings in competitions, acted in stage productions, and starred in commercials. Notable roles include "The Blacks," and the title role in "Medea." Williams was a member of the Goodman Theater Repertory Company during the 1971-1972 Season. In 1984, Williams performed the role of Walter's mother in "A Raisin in the Sun" at Chicago's Goodman Theater, where she was nominated for a 1984 Joseph Jefferson Award for Actress in a Principal Role in a Play. During the 1980s, she had several bit parts on television shows such as American Playhouse and Missing Persons. Williams was a member of the Screen Actors Guild, the American Federation of Television and Radio Actors, the Directors Guild, and the Actors' Equity Association.

Melva Williams died in December 1994 in Chicago, Illinois.

## Scope and Contents note

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The Melva Williams Papers include materials related to Williams' work as an actor, educator, and musician. The Papers span the years 1888-1994 and are organized into six series: "Biographical," "Professional," "Correspondence," "Sheet Music," "Audio-Visual," "Photographs and Scrapbooks." The bulk of the collection consists of sheet music, school curriculum materials, photographs, church programs, and newsletters.

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## Administrative Information

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### Publication Information

Chicago Public Library: Vivian G. Harsh Research Collection November 27, 2013

### Processing Information note

Processed by CLIR funded Black Metropolis Research Consortium "Color Curtain Processing Project."  
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## Related Materials

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### Related Archival Materials note

Goodman Theatre Archives. Chicago Public Library, Special Collections.

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## Controlled Access Headings

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Subject(s)

- Bethel African Methodist Episcopal Church—Chicago, IL
- Chicago Public Schools.
- Chicago, Illinois
- George W. Collins High School—Chicago, IL
- Gospel music.
- St. Thomas Aquinas Church—Chicago, IL

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## Cited Sources

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McNeil, W. K. *Encyclopedia of American Gospel Music*. New York: Routledge, 2005.

Social Security Administration. "Social Security Death Index." Ancestry.com [http://search.ancestry.com/cgi-bin/sse.dll?rank=1&new=1&MSAV=1&msT=1&gss=angs-g&gsfn=melva+l.&gsln=williams&msbdy=1925&msbdy\\_x=1&msbpn\\_\\_ftp=illinois&msfng0=oscar&msfns0=williams&cpxt=0&cn\\_xcl=m&cp=0&pcat=ROOT\\_CATEGORY&h=67704152&recoff=9+10+11&db=ssdi&indiv=1&ml\\_rpos=1](http://search.ancestry.com/cgi-bin/sse.dll?rank=1&new=1&MSAV=1&msT=1&gss=angs-g&gsfn=melva+l.&gsln=williams&msbdy=1925&msbdy_x=1&msbpn__ftp=illinois&msfng0=oscar&msfns0=williams&cpxt=0&cn_xcl=m&cp=0&pcat=ROOT_CATEGORY&h=67704152&recoff=9+10+11&db=ssdi&indiv=1&ml_rpos=1)), examined for reference to "Melva L. Williams," Accessed November 27, 2013.

## Series I: Biographical Materials,

## Collection Inventory

### Series I: Biographical Materials, 1944-1994

#### Scope and Contents note

This series is comprised of biographical materials related to Melva Williams' personal interests, educational history, and property ownership. It documents Williams' experiences as a student and includes course notes, student records, and correspondence from DuSable High School, Chicago Teachers College, Nova Southeastern University, and Roosevelt University. This series also contains programs representing events attended by Williams, such as funeral programs and theater playbills. This series also includes Williams' handwritten notes and real estate records. Files are arranged alphabetically.

	<b>Box</b>
American Observer Magazine, 1971	1
Artisan Award Program handout, 1978	1
Assets and receipts ledger, 1993-1994	1
Black Book Directory Magazine, 1971	1
Black military involvement articles, 1982	1
Business cards, undated	1

Series I: Biographical Materials,

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Calendar and account book of Melva Williams, 1956	1
Chicago newspaper, supplement to the Chicago Tribune (See oversize box), 1965	56
Chicago Black Pages directory, 1993-1994	1
Chicago City Junior College Bulletin, 1959	1
Chicago Defender and North Loop News articles, 1974	1
Chicago Defender article, 1974	1
Chicago Guide, job hunting, 1974	1
Chicago Jazz Weekly, 1991	1
Chicago Shoreland News, 1991	1
Chicago State College/University student materials, 1968-1974, undated	1
Chicago Sun Times and Chicago Tribune articles on investing, 1994	1
Chicago Teachers College materials, 1956-1960, undated	1
Chicago Urban League program, 1988	1
Combination Dream Directory, undated	1



Series I: Biographical Materials,

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Company list, undated	2
Crusader newspaper, 1964, 1994	2
C-Span Update, 1990	2
Coursework and notes of education of Melva Williams, 1960, undated	2
Coursework in education and lesson plans created by Melva Williams, 1949-1962	2
Coursework in Psychology 415 of Melva Williams, 1967-1968	2
Coursework of Melva Williams, 1975, undated	2
DePaul University blue book tests, undated	2
Diary and calendar of Melva Williams, 1963	2
Diet information, undated	2
Directory of Lawndale Services, 1968	2
Dollars & Sense magazine, 1994	2
DuSable alumni reunion program, 1983	2
DuSable High School yearbook, 1944	2

Series I: Biographical Materials,

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DuSable High School yearbook, signed, 1944	3
Event flyers, 1964-1965, 1993, undated	3
Event programs, 1961-1984, undated	3
Father of the Year award certificate, blank, undated	3
First Capital Life's Investment Philosophy booklet, undated	3
Funeral program of Carol Williams, 1990	3
Funeral program of Gladys Williams, 1989	3
Funeral program of Mary Anna Moffett, 1991	3
Funeral program of Mozell White, 1981	3
Funeral program of Samuel Turner, 1991	3
Funeral program of Willa Greer, 1992	3
Funeral programs, 1993, 1994	3
Funeral programs, 1972, 1990	3
Graduation tassel and mortarboard, undated	3

Series I: Biographical Materials,

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Handwritten notes, 1 of 18, circa 1960-1975, 1991	3
Handwritten notes, 2 of 18, 1969, undated	3
Handwritten notes, 3 of 18, 1975-1988, undated	3
Handwritten notes, 4 of 18, 1979, undated	3
Handwritten notes, 5 of 18, 1980-1982	3
Handwritten notes, 6 of 18, 1981, undated	3
Handwritten notes, 7 of 18, 1981, undated	3
Handwritten notes, 8 of 18, 1986, 1989	3
Handwritten notes, 9 of 18, 1987	3
Handwritten notes, 10 of 18, 1990-1994, undated	3
Handwritten notes, 11 of 18, 1991-1992, undated	3
Handwritten notes, 12 of 18, 1992	3
Handwritten notes, 13 of 18, undated	3
Handwritten notes, 14 of 18, undated	4

## Series I: Biographical Materials,

Handwritten notes, 15 of 18, undated	4
Handwritten notes, 16 of 18, undated	4
Handwritten notes, 17 of 18, undated	4
Handwritten notes, 18 of 18, undated	4
Handwritten notes (see oversize box), 1989, undated	56
Handwritten notes and news clippings, undated	4
Handwritten notes on index cards, 1 of 5, undated	4
Handwritten notes on index cards, 2 of 5, undated	4
Handwritten notes on index cards, 3 of 5, undated	4
Handwritten notes on index cards, 4 of 5, undated	4
Handwritten notes on index cards, 5 of 5, undated	5
Handwritten notes, receipts and flyers, 1993, undated	5
Health and exercise handouts, undated	5
Hyde Park Federal Savings certificate, 1978	5

## Series I: Biographical Materials,

Hyde Park Herald, 1974, 1975	5
In a Word newsletters, 1986	5
Incomplete resumes of Melva Williams, undated	5
Louvonias Williams beauty culturist certificate, undated	5
Louvonias Williams certificate of death, 1974	5
Loyola University of Chicago theatre program materials, 1981, undated	5
Maryland Institute College of Art prospective student booklet, 1974-1975	5
Melva Williams, autobiography, undated	5
Melva Williams, bank identification card, 1978	5
Melva Williams inclusion certificate for Who's Who in Entertainment, 1992	5
Melva Williams School of Music and Creative Arts scholarship form, 1957	5
Member and student identification cards, 1970-1978	5
Metropolitan Life Insurance documents, 1964, undated	5
"Miracle Worker" programs, 1968	5

## Series I: Biographical Materials,

Moody Bible Institute material, 1965-1966	5
Music Major: Curriculum Guide for Music Major Course, 1971	5
News clippings, 1 of 4, 1977	5
News clippings, 2 of 4 1978-1986	5
News clippings, 3 of 4, 1979-1980, 1983	5
News clippings, 4 of 4, 1982, undated	5
News clippings, Chicago area, 1 of 5, 1964-1994	5
News clippings, Chicago area, 2 of 5, 1977-1979	5
News clippings, Chicago area, 3 of 5, 1981, 1994	6
News clippings, Chicago area, 4 of 5, 1987, 1992	6
News clippings, Chicago area, 5 of 5, 1988-1993	6
News clippings, Chicago Sun Times, 1 of 3, 1990, 1992	6
News clippings, Chicago Sun Times, 2 of 3, 1991, 1992	6
News clippings, Chicago Sun Times, 3 of 3, 1991, 1994	6

Series I: Biographical Materials,

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Newsletters and newspapers, 1988-1992	6
Nova Southwestern University alumni materials, 1994	6
Nova Southeastern University and Chicago State University alumni correspondence, 1989, undated	6
Nova Southeastern university correspondence, 1979	6
Oscar Williams' application for a medical card, 1988-1989	6
Oscar Williams versus William Austin court documents, 1953	6
Pension newsletter, 1987	6
People of the State of New Jersey, plaintiff versus Yvette Gordon, defendant court case, undated	6
Personal identification cards and newspaper clipping about Melva Williams, 1972, undated	6
Phi Delta Kappa invitation certificate, Chicago State University, 1977	6
Phi Delta Kappan, 1986, 1987	6
Phi Delta Kappa newsletter and correspondence, 1977	6
Porters and the Movement for Liberation, program and souvenir book, 1989	6

Series I: Biographical Materials,

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Programs, 1948-1986	6
Rathborne, Hair and Ridgway Box Company 100th Anniversary book, 1955	6
Real estate assessed valuation paperwork, 1965-1977, undated	6
Real estate contracts and forms, 1960, undated	6
Real estate directory, undated	6
Real estate, "How to Conduct a Property Search", undated	6
Real estate legal description, 1989	6
Real estate records, 1964, 1973, undated	7
Real estate records, 1952-1970	7
Resumes of Melva Williams, undated	7
Roosevelt University, Melva Williams' exam, 1957	7
Roosevelt University student materials of Melva Williams, 1954-1964	7
Saver First Federal of Chicago booklet, 1979	7
School of Public Health, University of Illinois at Chicago, undated	7



## Series I: Biographical Materials,

Sears NAM directory, undated	7
Seating arrangement for a wedding, undated	7
Show Daily, newspaper from the Chicago Auto Show, 1977	7
Social security benefit information, undated	7
South Austin Community Coalition Council Action flyer (see oversize box), undated	7
Stagebill, 1977	7
Stagebills, 1975, 1977	7
Student correspondence of Melva Williams, 1966-1969	7
Student notes, history and education courses, 1 of 2, circa 1961	7
Student notes, history and education courses, 2 of 2, circa 1961	7
Student notes, political science courses, 1 of 2, 1957	7
Student notes, political science courses, 2 of 2, 1957	7
Talent Phone Instant Auditions, notes (see oversize box), undated	56
Teacher examinations materials, 1956-1974	7

**Series II. Professional,**

Telephone messages for Melva Williams, undated	7
Telephone messages for Melva Williams, 1978-1981, undated	7
Testimonial dinner program honoring Dr. Grady Jordan, 1985	7
Theater programs, 1 of 3, 1974, undated	7
Theater programs, 2 of 3, 1976, 1985, undated	7
Theater programs, 3 of 3, 1978-1994, undated	7
Theater ticket stubs and flyers, 1969, undated	7
University of Illinois Bulletin, 1953	8
University of Washington catalogue, 1949	8
“Unseen Attraction” by Melva Williams, 1961	8
Writing samples of Melva Williams, 1975	8

**Series II. Professional, 1927-1994****Scope and Contents note**

This series consists of documents related to Melva Williams’ professional life. It is divided into three subseries representing her professional roles: “Actor,” “Educator,” and “Musician.”

**Subseries 1. Actor,****Subseries 1. Actor, 1927-1994****Scope and Contents note**

This subseries contains documents related to Melva Williams' work as an actor. It includes Williams' headshot and acting resume, as well as flyers for her performances. The subseries contains scripts collected, performed, or written by Williams. It also includes correspondence and newsletters from Williams' participation in professional associations, such as the Screen Actors Guild, American Federation of Television and Radio Actors, and the Actors' Equity Association. Files are grouped together with like materials.

**Box**

Melva Williams, headshot and resume, undated

9

Actress resume, undated

9

Acting, handwritten notes, undated

9

News clippings about Melva Williams, undated

9

Theater programs, 1974, undated

9

"The Blacks," Stagebill with Melva Williams, 1961

9

Performance scripts and presentations, undated

9

"Purlie Victorious" by Ossie Davis, 1961

9

## Subseries 1. Actor,

To Be Young, Gifted and Black: A Portrait of Lorraine Hansberry in her Own Words, 1969	9
“The Royal Family,” 1927	9
“Play It In Double Time For Me,” play by Melva Williams, 1973	9
“The Mouth Trap” a comedy by George Tibbles, 1979	9
Heitz Casting Services, Incorporated, script, 1992	9
Annotated Bibliography of new Publications in the Performing Arts, 1970	9
Plays, 1940-1956	9
Plays, 1946-1969	9
Plays, 1948-1962	9
Plays, 1961, 1967	10
Plays, 1965, 1967	10
Plays, 1966, 1969	10
Plays and Entertainments, undated	10

## Subseries 1. Actor,

Amateur Stage Makeup, 1963	10
“The Blacks: A Clown Show” by Jean Genet, 1961	10
“Jean Genet,” 1966	10
“Faust, Part One,” 1946	10
“Creole,” 1974	10
“Landscape and Silence,” 1969	10
“The Miracle Worker,” 1960	11
Scripts 1, book of plays, 1973	11
Scripts and stories, undated	11
“Who Wants Fat Hair?” A Comedy by George Tibbles, 1977	11
“A Raisin in the Sun,” 1959	11
Commercial scripts, undated	11
“The Wizard” cast list, undated	11
“Native Son” script, with notes for Melva Williams, undated	11

## Subseries 1. Actor,

“The Song of Jacob Zulu,” by Tug Yourgrau, play, 1991	11
Scripts and stage notes, undated	11
Speech Drills in Form of Play, 1965	11
Actor, correspondence, 1967-1994	11
The Actors Fund and American Federation of Television and Radio Actors and Screen Actors Guild, correspondence, 1985, undated	11
Newsletters, 1983, 1994, undated	12
Correspondence and resume, 1980-1982	12
Director’s Guild of America materials, 1968-1969	12
Actor’s newsletters, 1979-1987	12
Backstage newspaper, 1970	12
Screen Actors Guild contract summary and ballot, 1980	12
Screen Actors Guild, producers pension plan, 1990	12
Actor’s Equity Association Forms, 1965	12

**Subseries 1. Actor,**

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Screen Actors Guild materials, 1983, 1993	12
News clippings, programs and announcements, 1966-1969	12
Actor's Equity Association materials, 1968-1978	12
American Federation of Television and Radio Artists materials, 1966-1969	12
Screen Actors Guild materials, 1969-1984	12
Theater Arts magazine, 1947	12
Chicago Equity Library Theatre, closed audition announcement, 1965	12
Equity News, 1978	12
Backstage newspaper, 1993, 1994	12
American Federation of Television and Radio Artists, magazine and report, 1969, 1974	12
Theater Crafts magazine, 1987, 1990, 1991	12
AFTRA newsletter, 1971	12
Television Shows Worth Watching, newsletter, 1966	12
American Theatre, magazine, 1994	12

## Subseries 1. Actor,

Theatre magazines and newsletters, 1994	13
Footnotes magazine, 1978	13
Equity and Equity News, 1972, 1974	13
Equity, 1964	13
Equity News, 1988	13
Newspaper articles on the production "The Miracle Worker," 1968	13
Judy Garland, actress, article, 1963	13
Melva Williams, flyers and programs, 1956-1965, 1971	13
"The Ordering of Moses" Play at Dunbar High School, poster (see oversize box), 1961-1962	13
The Versatile Acapella Choral Group Presents "Music of the Ages," flyer, 1962	13
The Fine Arts Guild, program, 1964	13
Stagebill, 1976-1977, 1980	13
Stagebills and Playbills, 1978, 1991, 1994	13



**Subseries 2. Educator,**

Stagebills, undated	13
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Playbill, 1968	13
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Play and concert programs, 1972-1979	13
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Theater tickets, 1964, 1977	13
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Models and actresses, headshots and resumes, undated	13
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**Subseries 2. Educator, 1941-1993****Scope and Contents note**

This subseries represents Williams' role as an educator in Chicago Public Schools. It includes school bulletins, notes, and correspondence from her work as a Speech Specialist and Teacher at Hess Upper Grade Center, District 8 School, Manley High School, and documents created during her time as Assistant Principal at George W. Collins High School. The subseries also reflects her proposals for a consortium and production studio to empower Black high school students through performing arts education. Also included in this subseries are curriculum studies, notes, and lesson plans for other academic subjects and documents related to Williams' participation in the Chicago Teachers' Union and Model Cities program. Files are grouped together with like materials.

**Box**

Melva Williams, Chicago Public Schools employment documents, 1968-1989	14
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Hyde Park Career Academy Television Media Laboratory, proposal materials, undated	14
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## Subseries 2. Educator,

Design and Implementation of a Performing Arts Consortium (Including a Multi-Media Experimental Theatre/TV Studio) for the Development, Stabilization, and Extension of the Lawndale Community and Two Lawndale Area High Schools, proposal, 1 of 2, 1977-1978	14
Design and Implementation of a Performing Arts Consortium (Including a Multi-Media Experimental Theatre/TV Studio) for the Development, Stabilization, and Extension of the Lawndale Community and Two Lawndale Area High Schools, proposal, 2 of 2, 1977-1978	14
Performing Arts Consortium Proposal, 1976-1977	14
Morgan Park High School, correspondence, 1980	14
News clippings and letter, 1989, undated	14
Correspondence, 1969, undated	14
The Neo-Futurists, "Too Much Light Makes the Baby Go Blind," promotional material, 1992	14
High School Directory, 1987	14
Correspondence, 1966	14
Notes and correspondence, undated	14
Professional development workshop materials, 1992	14

## Subseries 2. Educator,

Education article on Melva Williams, undated	14
Chicago Public Schools Health and Dental benefit booklet, undated	14
Chicago Teachers Union, correspondence, 1992	14
Union Teachers Credit Union materials, undated	14
Chicago Teachers Union materials, 1990	14
Pension Facts for Chicago Teachers, manual, 1991	14
Chicago Teachers Union sample ballot, undated	14
Illinois Union Teacher newsletter, 1974	14
Chicago Union Teacher, Volume 56 Number 1, 1992	14
Chicago Teachers Union, newsletters and correspondence, 1973, 1983	14
Chicago Teachers Union school restructuring seminar folder, 1992, undated	14
Chicago Teachers Union materials, 1968, 1969	15
Chicago Teachers Union, correspondence, 1975	15
Chicago Teachers Union, calendar, 1978-1979	15

## Subseries 2. Educator,

American Federation of Teachers calendar, 1980-1981	15
American Teacher, newsletter, 1978	15
Chicago Board of Education teacher application, undated	15
“Plotting Your Program,” 1963	15
District Nineteen Education Advisory Council, 1977	15
High School “Action Plan Guidebook,” 1986	15
Chicago Public Schools, newsletter, 1966, 1968	15
Chicago Public Schools uniform discipline code, 1985	15
Chicago Association of Elementary Assistant Principals, 1970	15
Chicago Public Schools Facts and Figures, book, 1971-1972	15
Chicago Public Schools, event programs, 1966-1968 undated	15
Chicago Board of Education, Newsletter of Government Funded Programs, correspondence, 1973	15
Meetings, handwritten notes, 1978	15

## Subseries 2. Educator,

Report of the General Superintendent of Schools to the Board of Education, City of Chicago, 1970	15
AIDS Education, A Decision-Making Approach, teacher handbook, 1990	15
Chicago Public Schools, Systemwide Objectives and Standards, Grades 9-12, 1990	15
Guidelines for the Establishment and Operation of the Professional Personnel Advisory Committee, Chicago Public Schools, 1991	15
Chicago Public Schools bulletin regarding vacant bilingual positions, 1992	15
School administration, hand-written notes and materials, 1970-1982	15
Hand-written notes, 1982-1983	15
Chicago Public Schools Directory of Activities, 1972	15
Chicago Public Schools material, 1988, 1990	15
Handwritten notes on public relations, undated	15
Chicago Public Schools communication and community relation handouts, undated, 1976	15
“The Arthur J. Audy Home For Children,” brochure, 1963	16
“Policies and Standards for the Approval of Secondary Schools,” brochure, 1976-1977	16

## Subseries 2. Educator,

Attendance office duties, list, undated	16
Personnel bulletins and local school council bulletins, 1992	16
Intercom announcement, undated	16
Tardy and Hall Pass, undated	16
Field Trip Guide Sheet (see oversize box), 1970	56
Chicago Public Schools, Personnel Bulletins, 1992	16
Chicago Public Schools "The Bulletin," 1989-1992	16
Chicago Public Schools bulletins, 1990	16
Chicago Public Schools personnel bulletins, 1983-1988, undated	16
Newsletters and reports, 1975-1992	16
Memoranda, 1990-1991	16
Calendars, 1992-1993	16
Administrative materials, 1983	16
School policy material, undated	16

## Subseries 2. Educator,

Conflict, teachers guide, undated	16
Job announcement, 1991	17
School forms, memorandums, newsletter and course list, undated	17
Student records, 1987-1988	17
North Central Association of Colleges and Schools, 1975-1980, undated	17
Student list for teacher Stephens, undated	17
Model Cities Bulletin Number 2, 1970	17
Model Cities outstanding achievement certificate, 1973	17
Model Cities Program, materials and correspondence, 1970	17
Model Cities, Board of Education Career Opportunities, materials, 1970-1971, undated	17
Chicago Public Schools report: Model Cities Conference and Workshop, 1968	17
Chicago Model Cities Projects, Accomplishments of the Frist Year, undated	17
Model Cities materials, 1971, undated	17

## Subseries 2. Educator,

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Community Development Proposals for Lawndale Area Schools, correspondence and notes, 1976	17
High School Curriculum Films, catalog, 1980	17
Mathematics teaching materials, 1952-1961, undated	17
Math curriculum materials, undated	17
Algebra, undated	17
Handwritten notes on education, arithmetic, undated	17
Teaching arithmetic materials, 1949, undated	17
Math teaching booklets, undated	17
Chicago Schools Journal, mathematical teaching aids, 1954	17
Teaching Arithmetic, 1960	17
Pre-Algebra testing information, 1979	18
Holt Algebra 2 Testmasters, 1982	18
Building foundations for mathematics, folder and materials, 1960, undated	18



## Subseries 2. Educator,

Learning Disability documents from F. E. Wiggins program, 1975	18
Bureau of Child Study Guidelines for the Centers for Learning Disabilities, 1971	18
Social Education information for Chicago Public Schools, 1982	18
What is Heat? Chapter 2, undated	18
Science curriculum, goals and handwritten notes, 1959, undated	18
Science class materials, 1941, undated	18
Laboratory Directions for General Bacteriology by Stewart A. Koser, PhD., 1942	18
Illinois History magazine, Volume 24 Number 4, 1971	18
Civil Rights history, materials and handwritten notes, undated	18
John F. Kennedy, play, 1970	18
“Our American Government” booklet, 1977	18
Speech materials, Parliamentary Procedure, Effective Listening, undated	18
Freshman English, Board of Education of the City of Chicago, 1979	18
Reading comprehension and phonics materials, 1962-1969	18

## Subseries 2. Educator,

Teaching Aid (see oversize box), undated	18
Board of Education, English program for the Secondary School, 1979	18
SuperJet: Essentials English Classes, undated	18
Pamphlets on English as a Second Language and Services, 1966	18
Design and Implementation of a Diagnostic and Resource Center to Aid Secondary English Teachers in the Teaching of Reading by Melva Williams, 1979	19
Reading program, handwritten notes and memoranda, 1971	19
Sophomore English Short Story Test Form C, "A Mystery of Heroism" by Stephen Crane, undated	19
Exploring Music: The Senior Book – Teacher's Manual by Beth Landis, 1970	19
Music Education Incentives, materials, undated	19
Scripts for short biographical plays, 1969-1970	19
Voice exercises, undated	19
Teaching Choral Reading, handouts and lyrics, undated	19
"Pygmalion," excerpts, undated	19

## Subseries 2. Educator,

Local Schools Planning Conference, handouts and notes, 1982	19
California Art School bulletins, 1974-1975	19
High School Career Development and Guidance, materials, 1976	19
Chicago Housing Partnership materials, 1984, undated	19
Standard III – Instructional Program, undated	19
Standardized testing, 1970	19
Chicago Public Schools curriculum material, 1969-1970, 1984	19
Education course notes, undated	19
Iowa Tests of Basic Skills Form, 1971	19
Education Notes, 1970, undated	20
School curriculum, undated	20
Marshall High School, course codes, 1973	20
Teaching controversial issues materials, undated	20
Correspondence, undated	20

## Subseries 2. Educator,

School Curriculum Material, 1983	20
Freshmen tests, undated	20
Course guidelines, 1976-1977, undated	20
Lesson plans, 1993	20
Instructions and forms, 1972-1992, undated	20
Chicago Public Schools, teaching materials, 1987-1992, undated	20
Teaching materials, 1975, undated	20
Citizens Scholarship Committee, banquet program, 1970	20
Education workshop materials, 1986, 1989, undated	20
Conference resource speakers sheet, undated	20
“Black English” panel discussion materials, 1967-1973	20
A Viewer’s Guide to “Holocaust” for Teachers, undated	20
South Shore Commission materials, 1977, 1978	20
DuSable High School Hall of Fame and Recognition Program, 1985	20

## Subseries 2. Educator,

Remedial/Developmental Studies conference folder, 1977	20
Semi-Final Competition Preliminary to the District Eight Speech Festival Program, 1968	20
Austin High School, North Central Association Self-Evaluation, 1982	20
Blaine School newsletter, 1978, 1982	20
Board of Education of the City of Chicago, Criterion-Reference Test Models, 1977	21
Letterheads, 1973	21
Collins High School Student Handbook, undated	21
Collins High School directory page, 1992, undated	21
Collins High School Guidelines and Planning Materials, 1 of 2, 1976-1982	21
Collins High School Guidelines and Planning Materials, 2 of 2, 1976-1982	21
George Collins High School materials, 1979	21
George W. Collins High School, Educational Pre-Service Program for Teachers and Auxiliary Staff, 1976	21
George W. Collins High School materials, 1979-1990	21

## Subseries 2. Educator,

George Collins High School, bulletins, 1990-1992	21
Collins High School materials, 1986-1992	21
George W. Collins High School materials, 1977-1990	21
George W. Collins High School, student profile, 1976	21
George W. Collins High School, yearbook, 1989	21
George W. Collins High School, material, undated	22
Collins High School, materials, 1983-1984	22
Collins High School, teacher schedules and materials, 1991-1992, undated	22
Collins High School yearbook, undated	22
Collins High School yearbook, 1980	22
George W. Collins Philosophy and Objectives, 1980-1989	22
Collins High School, handouts and schedules, 1971-1987	22
Collins High School meetings, handwritten notes, undated	22
George W. Collins High School course outlines, 1980, 1985	22

## Subseries 2. Educator,

---

Collins High School, meeting minutes, handouts and bulletins, 1978-1986	22
Collins High School, notes and form, 1992, undated	22
George W. Collins High School, 1992-1993	22
George Collins High School materials, 1988-1989, undated	22
Collins High School newspaper clipping, 1989	22
Collins High School instructional note cards, undated	22
Collins High School materials, 1977-1979	22
George W. Collins High School materials, 1977, undated	22
Collins High School Academic Olympics program and forms, 1978	22
George Collins High School, student handbook, 1992	22
George W. Collins High School, correspondence, 1980, 1981	22
Collins High School, materials, 1986, 1991, undated	22
District 8 School, memoranda, 1969	22
District 8 School, Christmas luncheon materials, 1967	22

## Subseries 2. Educator,

Julius H. Hess Upper Grade Center program, undated	22
Hess Upper Grade Center materials, 1966	22
Hess Upper Grade Center, graduation album, 1964	22
Julius H. Hess Upper Grade Center, commencement programs, 1962-1965	22
Manley High School materials, 1974	22
Manley Branch/Marshall, student subject selection, 1972	22
Manley High School, yearbook, 1967	23
Manley High School district plot, 1975	23
Manley Upper Grade Center materials, 1970, 1974	23
Manley High School informational materials, undated	23
Manley High School, model cities materials, 1975, undated	23
Manley High School materials, 1975-1976	23
Manley High School materials, 1974-1975	23
School brochures, undated	23



## Subseries 2. Educator,

National Council of Teachers of English materials, 1968	23
Teachers Publishing Corporation catalog, 1969-1970	23
School newsletter draft, undated	23
Junior Achievement Incorporated, Volume 4 Number 1, undated	23
Chicago Teacher newspaper, 1975	23
Education newsletters, 1966-1968	23
Education Digest, 1985	23
Negro History Bulletin, 1982	23
Journal of Negro Education, 1969	23
Education magazines and lesson booklets, 1967, 1974, undated	23
Comprehensive Student Assignment Plan and American Educator magazine, 1982	24
Excerpt from "Life on the Mississippi" by Mark Twain, undated	24
Music Teacher magazine, 1977	24
Journal of Non-White Concerns, 1976	24

**Subseries 3. Musician,**

The Journal of Negro Education, 1968-1969	24
---	----

Freedom to Use the Mind, undated	24
----------------------------------	----

Department of Information Processing Services, plan, 1981	24
---	----

Chicago Sun-Times article on Education, 1984	24
--	----

The Personnel and Guidance Journal, magazine, 1977	24
--	----

Task Force on Racial Integration and Sex Equity, undated	24
--	----

**Subseries 3. Musician, 1931-1994****Scope and Contents note**

This subseries is composed of material related to Williams' work as a musician. Much of the subseries consists of church programs, event flyers, and choir rehearsal documents. The bulk of the material stems from Bethel A.M.E. Church and St. Thomas Aquinas Church, where Williams held permanent positions as a choir director. Though Williams was a member of Bethel A.M.E. Church, she directed choirs at St. Thomas Aquinas Church, Providence Baptist Church, Christ United Methodist Church and Bryn Mawr Community Church. Files are grouped together with like materials.

	<b>Box</b>
Correspondence and flyers, 1964-1966, 1969	25

Melva Williams, news clippings, 1962-1983, undated	25
--	----

## Subseries 3. Musician,

Concert programs starring Melva Williams, 1949, 1963-1965	25
Performance Programs and Invitations, 1955, 1963, 1965	25
Melva Williams piano recital program, 1947	25
Pittsburg Courier article on Melva Williams, 1946	25
Melva Williams performance, news clipping, 1964	25
Melva Williams event fliers, 1957-1964	25
Melva Williams, Willomel Ensemble, news clippings, 1964	25
American Federation of Musicians, Constitution and By-Laws, 1940	25
Under the Picasso, flyer, 1992	25
Chicago Federation of Musicians, member list, 1981-1982	25
Chicago Federation of Musicians, membership list, 1985-1986	25
Melva Williams, teaching private music lessons, notes, 1964-1966	25
Chicago Symphony Orchestra, correspondence, 1992	25
Correspondence from Churches, 1964, 1965	25

## Subseries 3. Musician,

Correspondence from Churches, 1974	25
Gospel choir scholarship contest, undated	25
St. Thomas Aquinas Church programs, 1983-1987	25
St. Thomas Aquinas Church missal and song book, undated	25
St. Thomas Aquinas Church, rehearsal outlines and programs, 1978-1987	25
St. Thomas Aquinas Church, programs, 1977-1978	25
St. Thomas Aquinas Church service programs, 1980-1985	25
St. Thomas Aquinas Church programs, 1986, undated	25
St. Thomas Aquinas Church, choir rehearsal notes, programs, 1979-1987	25
St. Thomas Aquinas, programs and rehearsal notes, 1975-1977	25
St. Thomas Aquinas Church, programs, undated	25
St. Thomas Aquinas Church, choir programs, 1979-1986, undated	26
St. Thomas Aquinas Church, service programs, undated	26
St. Thomas Aquinas Church, 1981, 1985-1987	26

## Subseries 3. Musician,

St. Thomas Aquinas Church, materials, 1982-1986	26
St. Thomas Aquinas prayer group materials, 1975-1977 undated	26
St. Thomas Aquinas Church, We Are Special Family Mass Program, 1985	26
St. Thomas Aquinas programs, 1984, 1985	26
Bethel A. M. E. Chancel Choir folders, 1993	26
Bethel A. M. E. Church, choir rehearsal sheets, 1991-1992	26
Bethel A. M. E. Church, programs, 1991, 1993	26
Bethel A. M. E. Church, programs, 1990-1992	26
Bethel A. M. E. Church, programs, 1993, 1994	26
Bethel A. M. E. Church, handwritten music, choir concert, undated	26
Bethel A. M. E. Church, choir programs, 1989, 1993	26
Bethel A. M. E. Church, rehearsal programs and event promotional materials, 1990-1992	26
Bethel A. M. E. Church, programs, 1990-1993	26
Bethel A. M. E. Church, programs, 1991-1993	26

**Subseries 3. Musician,**

---

Bethel A. M. E. Church, choir concert, poster, 1993	26
Bethel A. M. E. Church, materials, 1992	27
Bethel A. M. E. Church, programs, 1990-1993	27
Bethel A. M. E. Church, programs, 1990	27
Bethel A. M. E. Church, programs, 1 of 2, 1991	27
Bethel A. M. E. Church, programs, 2 of 2, 1991	27
Bethel A. M. E. Church, songs for funeral service, undated	27
Bethel A. M. E. Church, choir rehearsal sheets, 1989	27
Bethel A. M. E. Church, choir rehearsal sheets, 1990	27
Bethel A. M. E. Church, choir rehearsal sheets, 1991	27
Bethel A. M. E. Church, choir rehearsal sheets, 1992	27
Bethel A. M. E. Church, choir rehearsal sheets, 1993	27
Bethel A. M. E. Church, choir programs, 1991	27
Bethel A. M. E. Church, choir programs, 1990	27

## Subseries 3. Musician,

Bethel A. M. E. Church, event fliers, 1990-1991, undated	27
Bethel A. M. E. Church, rehearsal program, 1990-1993	27
Bethel A. M. E. Church, choir concert programs, 1990, 1993	27
Bethel A. M. E. Church, programs, 1989-1994	27
Chicago Conference of the African Methodist Church, program, 1991	28
Bethel A. M. E. Church, materials, 1988-1993	28
A. M. E. Church, programs, 1991, undated	28
Bethel A. M. E. Church, programs, 1990	28
Bethel A. M. E. Calendar, 1994	28
A. M. E. Church South District Conference, program, 1991	28
Bethel A. M. E. Church, programs, 1990-1991	28
Bethel A. M. E. Church, Chancel Choir Thanksgiving Concert, materials, 1992	28
Bethel A. M. E. Church, Chancel Choir program and rehearsal notes, 1991, undated	28
Bethel A. M. E. choir rehearsal notes, 1991-1994	28

## Subseries 3. Musician,

Bethel A. M. E. Church programs, 1961, 1993	28
Bethel A. M. E. church, choir rehearsal notes, 1992	28
Bryn Mawr Community Church, programs, 1981-1990	28
Bryn Mawr Community Church, The Community Chimes, 1967-1971	29
Bryn Mawr Community Church, The Community Chimes, 1972-1978	29
Christ United Methodist Church, programs, 1988-1989	29
Christ United Methodist Church, programs, 1988-1989	29
Christ United Methodist Church materials, 1989	29
Christ United Methodist Church, choir attendance record, 1988	29
Church service song selections and programs, 1982-1992	29
Church concert materials, 1990-1992	29
Choir rehearsal handouts, 1989-1993	29
Handwritten notes, church related, 1984, undated	29
Choir rehearsal notes, 1989, 1991	29



**Subseries 3. Musician,**

---

Choir rehearsal notes, 1978-1991	29
Choir rehearsal notes, 1988	29
Choir rehearsal notes, 1989	29
Choir rehearsal notes, handwritten, undated	29
Choir rehearsal notes and correspondence, 1983, 1989	29
Choir rehearsal notes, handwritten, 1990-1991, undated	29
Choir rehearsal outlines, 1987-1989	29
Choir instruction, handwritten notes, undated	29
1st Anniversary Musical of the Inspirational Choir, Washington Street Church of God, Gary, Indiana, 1966	29
Church programs and note, 1974, 1976, 1990	29
Praise service programs, 1975-1978	29
Centennial Missionary Baptist Church events, 1968	29
Providence Gospel Chorus History, 1931-1959	29

## Subseries 3. Musician,

St. Luke M. B. Church, programs, 1967-1969, undated	29
Palm Sunday production schedule, 1991	29
Church program, undated	29
St. Mel's Resurrection, St. Thomas Aquinas program, 1986	29
Church choir rehearsal outlines, 1987-1989	30
Church programs, 1973-1987	30
Church programs, 1968-1989	30
Church service/choir documents, 1982-1985, undated	30
Church service programs, 1963-1981, undated	30
Church, programs, 1995	30
Church, programs, 1988-1990	30
Church of God of Englewood, programs, 1965	30
Church programs, 1971-1990	30
Church programs and calendar, 1988	30

## Subseries 3. Musician,

Church programs, 1987, undated	30
Church programs, 1981, 1990	30
Directory of Lawndale Services, 1970	30
Roosevelt University Metropolitan Players, flyer, undated	30
Celebrating Liturgy, The book for lectors and gospel readers, 1986	30
Sam Fox Choral Guide, 1961	30
The Chicago Catholic newspaper, 1986	30
Funeral programs, 1981-1991	30
Centennial of the Black Catholic Community of Chicago, pamphlet, 1980	30
Short biographies, undated	30
News clippings and newsletters, 1965, 1977, 1982, 1991-1992, undated	30
Singsation Gospel Expo proposal, 1993	30
New Sound Gospel Distributors list, undated	30
Catholic Charities Housing Development flyer, undated	30

**Series III: Correspondence,**

---

Pilgrim Chorus news clippings, undated

30

**Series III: Correspondence, 1952-1994****Scope and Contents note**

This series contains Williams' personal correspondence. Files include letters to friends and family, greeting cards, invitations, and contact information. Files are grouped together with like materials.

**Box**

Correspondence, 1952-1978

31

Correspondence, 1955-1969, 1974

31

Correspondence, 1957-1977, undated

31

Correspondence, 1961-1975, undated

31

Correspondence, 1962-1965, undated

31

Correspondence and notes, 1964-1967

31

Correspondence, 1965, undated

31

Correspondence, 1965-1990

31

Correspondence, 1971-1978

31

## Series III: Correspondence,

Correspondence, 1973	31
Correspondence, 1973-1987, undated	31
Correspondence, 1974	31
Correspondence, 1974, 1977, 1987	31
Correspondence, 1976-1984, undated	31
Correspondence, 1977, undated	31
Correspondence, 1982-1987	31
Correspondence, 1980-1990	31
Correspondence, holiday and greeting cards, 1974-1975, undated	31
Correspondence, holiday and greeting cards, 1968-1978, undated	31
Correspondence, thank you card, 1991	31
Sympathy cards, 1974	31
Correspondence and greeting cards, 1994, undated	31
Correspondence, holiday and greeting cards, undated	31

## Series III: Correspondence,

Wedding Invitations, Morning Star Baptist Church, 1990	31
Greeting cards, undated	32
Correspondence and funeral program, 1990, undated	32
Correspondence, greeting cards, 1973, 1978, undated	32
Correspondence, invitations, 1974, 1986	32
Correspondence, greeting cards, undated	32
Greeting cards, correspondence, programs and flyers, undated	32
Correspondence, greeting cards, undated	32
Correspondence, greeting cards, 1985, undated	32
Handwritten letter, undated	32
Correspondence and solicitations, 1966-1990	32
Correspondence, greeting and holiday cards, 1982-1983, undated	32
Correspondence, invitations, 1974-1983	32
Christmas card contact list, 1959	32

**Series IV: Sheet Music,**

List of contacts with addresses, undated	32
--	----

Membership cards and business cards, undated	32
--	----

Address book, undated	32
-----------------------	----

**Series IV: Sheet Music, 1888-1994, bulk 1930-1980 (Bulk, 1930-1980)****Scope and Contents note**

This series contains sheet music created and collected by Melva Williams. Much of the music is comprised of popular songs that vary in genre, such as gospel, church hymns, and soul. This series also includes song sheets containing only lyrics, handwritten sheet music, and missalettes for Catholic masses. Files are arranged alphabetically by title except when folders contain many pieces of music, which are located at the end of the series.

**Box**

The 150th Psalm, undated	33
--------------------------	----

A Follower of Christ, undated	33
-------------------------------	----

Abba! Father!, 1971, 1977	33
---------------------------	----

Acclamation's, 1984	33
---------------------	----

Adoramus Te, 1935	33
-------------------	----

Afterwhile it Will All be Over, 1960	33
--------------------------------------	----

## Series IV: Sheet Music,

Advent and Christmas Songs, undated	33
Ain-a That Good News!, 1937	33
Ain-a That Good News!, 1952	33
Ain't Got Time to Die, 1955	33
Ain't Got Time to Die, 1955	33
All In His Hands, handwritten, 1955	33
All That Hath Life and Breath Praise Ye the Lord, All That Hath Life and Breath Praise Ye the Lord, 1981	33
All in His Hands, handwritten undated	33
All That I Am, 1967	33
All The Honor, All The Glory, All The Praise, undated	33
Alleluja, 1941	33
Alone, 1914	33
And The Glory of the Lord, 1940, undated	33



Series IV: Sheet Music,

---

Angels We Have Heard on High, undated	33
Another Year is Downing and Great, We Sing That Might Hand, 1990	33
Anthem Hymn, 1914	33
Apostles' Creed, 1965	33
Are You Ready?, 1981	33
Arise, Shine! For Thy Light Is Come, 1913	33
At The Cross He's Only A Prayer Away, undated	33
Ave Maria, 1948, undated	33
Ave Verum, 1957	33
Awake, Thou That Sleepest, 1940	33
Away in a Manger, 1937	33
Be Encouraged, undated	33
Be Encouraged, handwritten, undated	33
Because He Lives, undated	33

Series IV: Sheet Music,

---

Behold the Star, 1946	33
Bigger Than You and I, undated	33
Bless His Holy Name, 1973	33
Bless The Lord, O My Soul, 1993	33
Bless This House, 1932	33
Blessed Be The Rock, undated	33
Blue Moon, undated	33
Bluesette, handwritten, undated	33
Body and Soul, handwritten, undated	33
Born to Die, 1985	33
Born to Die 1985	33
Boy and Girls For Jesus, 1944	33
No. 65 Brighten the Corner Where You Are, undated	33
The Broken Vessel, 1968	33

Series IV: Sheet Music,

---

By and By, 1938	33
Call Him Up, 1989	33
Calvary/He Arose, undated	33
Canaan, 1940	33
Cathedral Series, 1947	33
Cherubim Song, 1926	33
Christ the Lord Is Risen Today, undated	33
Christ We Do All Adore Thee, undated	33
Christmas Carols, 1932	33
The City on the Hill, 1993	33
Claire De Lune, 1961	33
Clarence Jos. Rivers: Mass Dedicated to the Brotherhood of Man, 1932	33
Clear My House on the Inside, handwritten, undated	33
Climb Every Mountain, 1959	34

Series IV: Sheet Music,

---

Climbin' Up the Mountain, 1937	34
Climbin' Up the Mountain, 1937, 1955	34
Climbin' Up on The Rough Side of the Mountain, undated	34
College Choral Series, 1961	34
Come Down, Angels, 1965	34
Come Unto Jesus, undated	34
Come Unto Me, 1961	34
Coming Up On the Rough Side of the Mountain, undated	34
Consider and Hear Me, undated	34
Consider and Hear, undated	34
Cool Water, 1936	34
Count on Me, undated	34
The Creation, 1950	34
David's Lamentation, 1957	34

Series IV: Sheet Music,

---

Day by Day, 1971	34
The Decalogue, undated	34
Deep Down In My Heart, 1961	34
Deep River, undated	34
Deliverance Will Come, 1961	34
Dere's A Man Goin' Round, undated	34
Do You Know Him, 1949	34
Do You Know the Way to San Jose, 1968	34
Does Jesus Care?, undated	34
Dona Nobis Pacem, undated	34
Done Made My Vow to the Lord, 1956	34
D-O-R-S-E-Y Walking Up the King's Highway, undated	34
Dry Bones, 1947	34
Easter Sunday, 1986	34

Series IV: Sheet Music,

---

Elijah, undated	34
Elijah, undated	34
Elijah Rock, 1955	34
Elijah Rock, 1955	34
Enter His Court with Thanksgiving, handwritten, undated	34
Eternal Life, 1950	34
Every Day Is a Day of Thanksgiving, undated	34
Every Time I Think About Jesus, undated	34
Ev'ry Day Will Be Sunday And By, 1947	34
Exactly Like You, 1930	34
Except the Lord Build a House, 1988	34
Ezekiel Saw De Wheel, 1942	34
Faith of Our Fathers, undated	34
Favorites, songbook, 1974	34

Series IV: Sheet Music,

---

Fill My Cup, 1970	34
Fix Me Jesus, 1940	34
Flowers for Madame, 1935	34
Flying Free, 1980	34
Follow Jesus, 1981	34
Franklin Roosevelt March, 1945	34
Gallia, undated	34
Get All Excited, 1973	34
Give Us This Day, 1992	35
Give Yourself to Jesus, 1973	35
Gloria, undated	35
Gloria in Excelsis, undated	35
Glorify, undated	35
Glorify the Lord, handwritten, undated	35

Series IV: Sheet Music,

---

Glorify the Lord, undated	35
Glorious Everlasting, 1950	35
Glory and Praise to You, 1973	35
Glory Hallelujah, 1940	35
Glory to God in the Highest, 1960, 1970	35
The Glow of Glory, 1988	35
Go Down Moses, undated	35
God Be With You, 1940	35
God Bless the Child, undated	35
God Cares, 1965	35
God Gave Me a Song, 1970, undated	35
God Has Smiled on Me, 1973	35
God Is A Spirit, undated	35
God Is Still Moving, undated	35



Series IV: Sheet Music,

---

God Knows What Is Best For Me, undated	35
God So Loved the World, undated	35
God's So Loved the World, undated	35
God's Amazing Grace, undated	35
Goin' Out of My Head, 1964	35
Going Home, undated	35
Good News!, 1969	35
Gossip Gossip, 1959	35
Gravy, undated	35
Great and Glorious, undated	35
Great and Marvelous, undated	35
Great Creator of the World, 1940	35
The Greatest Love, undated	35
The Greatest Love of All, undated	35

Series IV: Sheet Music,

---

Guide Me O Thou Great Jehovah, undated	35
Hail Mary: Gentle Woman, 1975	35
Hallelujah, 1912	35
Hallelujah Anyhow, undated	35
Halleluhah Chorus, 1986	35
Hark! The Herald Angels Sing, undated	35
Hayes Ensemble Song Sheets, undated	35
He, 1955	35
He Ain't Heavy, He's My Brother, undated	35
He Chose Me, undated	35
He Chose Me, undated	35
He Decided To Die, undated	35
He Hideth My Soul/Precious Promise, undated	35
He Included, undated	35

Series IV: Sheet Music,

---

He Is A Miracle Worker, undated	35
He Is Knocking, undated	35
He Knows How Much We Can Bear, 1992	35
He Lives Again!, 1957	35
He Looked Beyond My Fault (And Saw My Need), 1967	35
He's Always By My Side, undated	35
He's Only A Prayer Away, undated	35
He's Sweet I Know, 1938	35
He's Worthy, 1983	35
He's Worthy, 1983	35
Hear My Cry, O Lord, undated	35
The Heavens Are Telling, undated	35
The Heavens Resound, 1929	35
The Heavens Resound, undated	35

Series IV: Sheet Music,

---

Hello, Dolly, undated	36
Here's A Pretty Little Baby, 1976	36
Higher Ground, 1955	36
His Eye Is On the Sparrow, undated	36
His Name Is So Sweet, undated	36
Ho, Everyone That Thirsteth 1940	36
Hold On, 1955	36
Holiness Becometh Thine House, undated	36
Holy Art Thou, undated	36
Holy Art Thou, undated	36
The Holy City, 1951	36
The Holy Ghost, undated	36
Holy, Holy, undated	36
Holy, Holy, Holy! Lord God Almighty/Bless the Lord, O My Soul, 1993	36

Series IV: Sheet Music,

---

Honor, Honor, undated	36
How Firm a Foundation, undated	36
How Firm a Foundation, undated	36
How Great the Wisdom, undated	36
How Great the Wisdom, undated	36
How Great Thou Art, 1955	36
How Lovely Is Thy Dwelling Place, 1940	36
How Majestic, undated	36
How Lovely Are Their Dwellings, 1908	36
Humble Me, undated	36
Humbly Let Us Voice Our Homage, 1964	36
Humbly We Adore Thee, 1964	36
Hymn to Saint Nicholas, 1984	36
I Am Bound For The Promised Land, undated	36

Series IV: Sheet Music,

---

I Am Praying For You, undated	36
I Been In The Storm So Long, 1967	36
I Been In The Storm So Long, undated	36
I Believe, undated	36
I Believe In Music, undated	36
I Can Go To God in Prayer, undated	36
I Can't Turn Around, 1953	36
I Couldn't Hear Nobody Pray, 1965	36
I Don't Feel No Ways Tired, 1992	36
I Don't Know About Tomorrow, 1950	36
I Don't Know Why I have to Cry Sometimes, 1942	36
I Gave My Life for Thee, undated	36
I Got Plenty of Nuttin, 1941	36
I Have Decided to Follow Jesus, 1969	36

Series IV: Sheet Music,

---

I Hear A Voce A Prayin', 1955	36
I Hear America Singing, 1940	36
I Know Prayer Changes Things, undated	36
I Know Prayer Changes Things, undated	36
I Know That My Redeemer Lives, undated	36
I Know the Lord Will Make A Way, undated	36
I Know the Who Holds Tomorrow, 1950	36
I Love Life, undated	36
I Love to Tell the Story, undated	36
I Love You Truly, 1959	36
I Loves You Porgy, 1935	36
I Must Tell Jesus, undated	36
I Need the Lord, 1982	36
I Need Thee Every Hour, undated	36

Series IV: Sheet Music,

---

I Stood By the River of Jordan, 1941	36
I Surrender All, undated	36
I Talked to God Last Night, 1940	36
I Walked Today, Where Jesus Walked, 1939, 1941, 1947	36
I Want To Be Ready, undated	36
I Want to Die Easy, 1978	36
I Want to Thank You Lord, undated	36
I Whistle A Happy Tune, 1951	36
I Will Extol Thee, O Lord, 1891	36
I Will Give Thanks Unto Thee, O Lord, 1925	37
I Won't Complain, undated	37
If I Can Help Somebody, 1993	37
If I Could Hear My Mother Pray Again, undated	37
If I Perish, 1976	37



Series IV: Sheet Music,

---

If It Had Not Been for the Lord, 1980 37

If you Abide in Me, undated 37

If You Believe, 1974 37

If You Praise the Lord, undated 37

I'll Be So Glad, undated 37

I'll Meet You On the Other Side, undated 37

I'll Never Turn Back, 1944 37

I'll Never Turn Back No More, 1946 37

Pass Me Not, O Gentle Savior, undated 37

I'll Rise Again, 1992 37

I'll Tell It Wherever I Go, 1938 37

I'll Walk, 1954 37

I'm Available To You, 1988, undated 37

I'm Blessed, undated 37

Series IV: Sheet Music,

---

I'm Going to Work Until My Day Is Done and Is It Well With Your Soul, 1944	37
I'm Gonna Live So God Can Use Me, 1932	37
I'm Looking for A Miracle, 1981	37
I'm One of Them Today, undated	37
Jesus Is A Rock, undated	37
The Impossible Dream, 1965	37
In All My Vast Concerns With Thee, undated	37
In Dat Great Gittin' Up Mornin', 1952	37
In Heavenly Love Abiding, 1942	37
In My Home Over There, 1946	37
In the Hand of Jesus, 1984	37
In the Name of Jesus, undated	37
In the Quietness, 1942	37
In Time Like These, 1942, 1944	37

Series IV: Sheet Music,

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In Times Like These, 1972	37
Infammatus Et Accensus, 1940	37
Into the Woods My Master Went, 1957	37
It Is A Good Thing To Give Thanks, undated	37
It Is Well With My Soul, undated	37
It's Real, undated	37
It Took A Miracle, 1948	37
It Will Never Lose Its Power, 1962	37
We Have Come Into This House To Worship Him, 1992	37
I've A Message From The Lord, 1993	37
I've Been Buked, undated	37
I've Decided To Make Jesus My Choice, undated	37
I Wish It Would Rain, 1967	37
I've Got Peace Like A River, 1960	37

Series IV: Sheet Music,

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Jerusalem, undated	37
Jesu, Joy of Man's Dressing, 1933, 1942	37
Jesus Christ Is Risen Today, undated	37
Jesus He Brought Me All The Way, 1950	37
Jesus, How I Love Calling Your Name, undated	37
Jesus I Love You, undated	37
Jesus Is Calling, undated	37
Jesus Is Coming Again, 1957	37
Jesus Is The Best Thing, undated	37
Jesus Is In The Light, 1993	37
Jesus, Jesus, How I Love Calling Your Name, undated	37
Jesus, Jesus, Jesus, 1972	37
Jesus, Keep Me Near the Cross, undated	37
Jesus Said To The Blind Man, 1953	37

Series IV: Sheet Music,

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Jesus Supplies Your Every Need, 1961	37
Jesus, The King of Kings, 1958	37
Jesus, The Light of The World, undated	37
Jesus Walked This Lonesome Valley, 1962	37
Jesus, What A Wonderful Child, undated	37
Jesus, You're The Center And Joy, undated	37
Jesus, You're The Center of My Joy, undated	37
Johann Sebastian Bach, 1907	37
Just As I Am, Thine Own, undated	37
Just Ordinary People, undated	37
Keep Your Loving Arms Around Me, undated	37
The Last Mile of The Way, 1936	37
Lean on Him, undated	37
Lean On Me, undated	37

Series IV: Sheet Music,

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Let All That Is Within Me, undated	37
Let All The Earth Cry Out, 1961	37
Let Mount Zion Rejoice, undated	37
Let The Words of My Mouth, undated	37
Let There Be Peace On Earth, undated	37
Let Us Go Back To Old Landmark, 1949	37
Life Is Like A Mountain Railroad, undated	37
Life, What A Beautiful Choice, 1993	37
Lift Every Voice And Sing, 1972	37
Lift Him Up Above The Earth, undated	37
Lift Up Your Hands, 1924	37
Like A Dry Land, undated	38
The Little Baby, 1971	38
The Little Drummer Boy, 1959	38

Series IV: Sheet Music,

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Little Lamb, 1969	38
Listen To The Lambs, 1914	38
The Lord Be With You, undated	38
The Lord Bless You And Keep You, undated	38
Lord, Don't Move That Mountain, 1958	38
Lord, Help Me To Hold Out, undated	38
Lord I believe, undated	38
The Lord In His Holy Temple, undated	38
Lord Is My Light, undated	38
The Lord Is My Shepherd, 1963	38
Lord Keep Me Day By Day, 1959	38
Lord, Let Your Mercy Be Upon Us, undated	38
Lord Lift Us Up Where We Belong, undated	38
Lord, I've Tried, undated	38

Series IV: Sheet Music,

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The Lord's Prayer (Malotte), 1935	38
The Lord's Prayer, 1935	38
The Love of God, 1976	38
Lord's Prayer (Gates), 1937	38
The Lord's Supper, 1972	38
King Cole Piano Capers, 1946	38
King Jesus Is A-Listening, 1925	38
Mary Had A Baby, 1989	38
Mass Dedicated to the Brotherhood of Man, 1970	38
Masterpiece From The Russian, undated	38
Master The Tempest Is Raging, undated	38
May The Lord Bless And Keep You, undated	38
Messiah, undated	38
Mood Indigo, undated	38



Series IV: Sheet Music,

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Mother Bowed, 1948	38
Move Mountain, 1992	38
Move Yourself, 1979	38
Mr. Lucky, undated	38
Music To Watch Girls By, undated	38
My Faith Looks Up To Thee, undated	38
My Friend Jesus, 1992	38
My Liberty Song Sheets, undated	38
My Lord Is Waiting In the Garden, 1957	38
My Mother's Prayer, undated	38
My Shepherd Will Supply My Need, 1959	38
My Longing, For Your Peace, 1966	38
My Son, 1991, undated	38
My Soul Been Anchored In De Lord, undated	38

Series IV: Sheet Music,

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My Task, 1977	38
My Tribute, 1982	38
New Born King, 1972	38
No Greater Love, handwritten, undated	38
No Greater Love, undated	38
No Greater Love [Revised], undated	38
No Man Is An Island, 1952	38
No Matter What The Shape, handwritten, undated	38
No One Ever Cared For Me Like Jesus, 1932	38
Now We Sing Joyfully Unto God, 1967	38
Now Thank We All Our God, undated	38
Ole-Time Religion, 1981	38
The Old Rugged Cross, 1941	38
On Wings Of Song, undated	38

Series IV: Sheet Music,

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One In Joyful Songs Of Praise, 1962	38
One Tenth, 1941	38
Only A Look, 1948	38
Our Light Has Come, 1986	38
Out In The Fields, 1957	38
O Bless Our God Ye People, undated	38
O Bread Of Life, 1955	38
O Divine Redeemer, 1937	38
O Holy Night, 1951	38
O Little Town Of Bethlehem, undated	38
O Lord Of Light, 1962	38
Oh Mary Don't You Weep, undated	38
O Lord Most Holy, 1940	38
O Love That Wilt Not Let Me Go, 1990	39

Series IV: Sheet Music,

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O Love That Wilt Not Let Me Go, undated	39
O Rest In The Lord, undated	39
O Worship The King, 1988	39
Oh, Great Joy In The Morning Gonna Come, 1986	39
Oh, Lord We Praise You, undated	39
O Magnify The Lord With Me, undated	39
Oh Mary Don't You Weep, handwritten, undated	39
Oh, The Blood Of Jesus, undated	39
Oh, What A Beautiful City, 1940	39
The Old Rugged Cross, 1941	39
Peace! Be Still!, undated	39
Peace For Our Times, 1979	39
People's Mass, 1970	39
Plenty Good Room, 1937	39

Series IV: Sheet Music,

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The Potter, Handwritten, undated	39
The Potter's House, undated	39
Praise God From Where All Blessings Flow, 1968	39
Praise The Lord, O Jerusalem, undated	39
Praise We Christ's Immortal Body, 1964	39
Prayer Of Humiliation, undated	39
Prelude And Fugue In D Minor, undated	39
The Prodigal Son, 1914	39
The Rainbow Connection, undated	39
Renaissance To Baroque, 1940	39
Revelation 19, undated	39
Ride On King Jesus, undated	39
Ride On King Jesus, undated	39
Ride The Chariot, 1939	39

Series IV: Sheet Music,

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Rise Again, 1992	39
Robert Show Choral Series, 1963	39
Rockin' Jerusalem, 1940	39
The Rosary, 1956	39
Running For Jesus, Handwritten, 1956	39
Sacred Songs, 1913	39
Saint Joseph Was A Just Man We Honor Saint Joseph, 1985	39
Sanctus From The St. Cecelia Mass, undated	39
Satin Doll, undated	39
Saved, Saved!, 1993	39
Savior, Like A Shepherd Lead Us, 1992	39
Savior, Thy Dying Love/O Love That Wilt Not Let Me Go, undated	39
Seek Ye First The Kingdom of Heaven, undated	39
Seek Ye The Lord, 1923	39

Series IV: Sheet Music,

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Sentence And The Lord's Prayer Song Sheet, 1992	39
Set Down Servant, 1947	39
The Seven Last Words of Christ (Preaching Service), 1993	39
Shadow, undated	39
Shake My Mother's Hand, 1954	39
Sheet Music, undated	39
Shepherd of Souls, In Love Come, Feed Us, 1964	39
Shine On Me and He Arose Song Sheet, undated	39
Shine, Shine, undated	39
Shut De-Do, undated	39
Silent Night, Holy Night!, 1992	39
Silent Strength, 1989	39
Since I Met The Lord My Mind Is Made Up Song sheet, undated	39
Sing Praises, 1948	39

Series IV: Sheet Music,

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Sing Praises, 1948	39
Sinner Please Don't Let Harvest Pass, undated	39
Sit At His Feet And Be Blessed, 1965	39
Soft Sounds, undated	39
Softly Now The Light Of Day, undated	39
Some Children See Him, 1977	39
Somebody's Bigger Than You And I, undated	39
Something Inside So Strong, undated	39
Sometimes I Feel Like A Motherless Child, 1925	39
Somebody's Knocking At Your Door, undated	39
The Son Of God, 1962	39
Song Book, undated	39
Song Sheets, undated	39
Songs For Funeral Service, undated	39



Series IV: Sheet Music,

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Soon Ah Will Be Done, 1949	40
Soon Ah Will Be Done, undated	40
Soon As I Get Home, undated	40
Sorrow At The Cross, 1896	40
Sow Righteous Seed, 1945	40
Spinning Wheel, 1968	40
The Spirit Of God, 1973	40
Spirit Of God, Descend Upon My Heart, undated	40
Spirituals, 1937	40
St. Francois De Paule, Marchant Sur Les Flots, 1926	40
Stabat Mater, undated	40
Star Upon The Ocean, 1962	40
Step To Jesus, 1970	40
Stouthearted Men, 1927	40

Series IV: Sheet Music,

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(When Trouble Comes) Stretch Out, undated	40
The Strife Is O'er, The Battle Done, undated	40
The Strife Is O'er, The Battle Done, undated	40
Summer Time, undated	40
Sweet, Sweet Spirit, 1963	40
Take It Away, undated	40
Take It Up Your Cross, undated	40
Tantum Ergo, undated	40
Taste And See, undated	40
Tell It, Sing It, Shout It, undated	40
Tell Jesus All, undated	40
Thank You Lord For All You've Done For Me, Handwritten, undated	40
Thanks Be To God, 1946	40
Thanks Be To Thee, 1941	40

Series IV: Sheet Music,

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Thanksgiving Song, 1959	40
Theme From Mahogany (Do You Know Where You're Going To?), 1973	40
There Is God, 1973	40
There Is Hope, undated	40
There Is One Lord, 1966	40
There Isn't Any Room In The Inn, 1937	40
There Wasn't Any Room In The Inn, 1937	40
There Wasn't No Room In The Inn, 1937	40
There'll be Peace In The Valley For Me, 1939	40
There's A Garden Where Jesus Is Waiting, 1993	40
They That Wait On The Lord, undated	40
They'll Know We Are Christian By Our Love, 1966	40
They'll Know We Are Christian By Our Love, 1966	40
This Is My Song, 1966	40

Series IV: Sheet Music,

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This Is Noel, 1953	40
To Thee We Sing, 1967	40
Tomorrow, Handwritten, undated	40
Touch Me, Lord Jesus, undated	40
Touch Somebody's Life, undated	40
Tramping, 1937	40
Twas The Night Before Christmas, 1945	40
Twelve Days Of Christmas, 1952	40
Unfold, Ye Portals, undated	40
Untitled Sheet Music, undated	40
Up, Up and Away, 1967	40
Up Where We Belong, 1982	40
Victory Shall Be Mine, Handwritten, undated	40
Virgin Mary, undated	40

Series IV: Sheet Music,

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Virgin Mary Had A Baby Boy, 1945	40
Visions Fugitives, 1922	40
Walk Children; Setdown; March; Kneel; Work, handwritten, undated	40
Walk In The Beautiful Light Of God, 1950	40
Walk On By Faith, 1962	40
Walk Together Brother, 1971	40
Walking With The King, 1945	40
We Are Not Ashamed, 1982	40
We Are The World, undated	40
We Have Heard The Joyful Sound, undated	40
We Shall Overcome, Handwritten, undated	40
Wee Small Hours, undated	40
We'll Walk In The Light, 1992	40
We'll Understand It Better By And By, 1993	40

Series IV: Sheet Music,

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What Can Wash Away My Sin, undated	40
Were You There, undated	41
We've Got To Pray, undated	41
What A Mighty God We Serve, undated	41
What Is This?, undated	41
What're You Gonna Name Your Baby?, undated	41
When I've Done My Best, 1939	41
When Peace, Like A River, undated	41
When Praises Go Up, undated	41
When Sunny Gets Blue, 1956	41
When You've Been Blessed Feels Like Heaven, undated	41
Where Charity And Love Prevail, 1962	41
Where We'll Never Grow Old, 1914	41
Where We'll Never Grow Old, 1944	41

Series IV: Sheet Music,

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The Wind Beneath My Wings, 1989	41
Witch Craft, undated	41
Without God I Could Do Nothing, 1959	41
Worship And Devotion, undated	41
Ye Sons And Daughters Of The Lord, 1947	41
Yonder Come Day, 1955	41
You Better Mind, undated	41
You Brought The Sunshine, 1983	41
You Can't Beat God Giving, 1957	41
You Fill The Day, 1968, 1969	41
You Gave Us Lord, Your Sacred Heart, 1985	41
You'll Never Walk Alone, 1945	41
Yours Is The Kingdom, 1969	41
Choral sheet music, 1940, 1941, undated	41

## Series IV: Sheet Music,

	<b>Box</b>	<b>Folder</b>
Choral sheet music, undated	41	4 folders
		<b>Box</b>
Choral sheet music and Easter song, undated		42
Chorus hymnal list, undated		42
Foolish Questions, undated		42
	<b>Box</b>	<b>Folder</b>
Hand-written music undated	42	4 folders
		<b>Box</b>
Hand-written notes and sheet music, 1976, undated		42
Hand-written notes and sheet music, 1989, undated		42
Hymns, 1961-1989, undated		42
Hymns, sheet music, 1930-1989		42
	<b>Box</b>	<b>Folder</b>
Hymns, sheet music, undated	42	2 folders
		<b>Box</b>
Hymns, sheet music, 1939-1983		42



## Series IV: Sheet Music,

Hymn lyrics, 1976, 1988 undated	42
Hymn lyrics and flyers, 1990, undated	42
Hymnal, undated	42
	<b>Box</b>
	<b>Folder</b>
Hymnal lyrics, undated	42
	2 folders
	<b>Box</b>
Hymnal lyrics, typed, undated	42
Hymns, sheet music, undated	42
St. Michael's Parish Hymnal, undated	42
Jazz Piano Solos, 1965	42
Lyrics and sheet music, 1985-1986, undated	42
Lyrics, typed, undated	42
Missalettes, 1985, 1987	43
Monthly Missalette, 1978, 1984	43
Seasonal Missalette, 1987, 1988	43

## Series IV: Sheet Music,

Seasonal Missalette, 1987, 1988	43	
Nat King Cole Song book "Feelings" sheet music, 1954, 1975	43	
Organ Music materials, undated	43	
Prayer Pierces the Clouds, seasonal Missalette, 1986	43	
Sheet music and lyrics, published, 1971, undated	43	
Sheet music, published, 1911-1952	43	
Sheet music, published, 1950	43	
Sheet music, published, Operatic Anthology, 1888	44	
Sheet music, 1971-1982, undated	44	
	<b>Box</b>	<b>Folder</b>
Sheet music, undated	44	6 folders
Sheet music, handwritten, undated	44	2 folders
Sheet music and lyrics, handwritten, undated	44	3 folders
Sheet music and songs, undated	44	3 folders
		<b>Box</b>

**Series V: Audio-Visual Materials,**

Sheet music, published (see oversize box), 1908-1956	56	
Sheet music, songs and church related music, undated	44	
Songbooks for organ and piano, 1923, 1943	45	
Etudes (see oversize box), undated	56	
Bethel A. M. E. Church song sheets, 1992-1993	45	
Bethel A. M. E. Church song sheets, 1993	45	
Bethel A. M. E. Church song sheets, 1993-1994	45	
Song sheets, 1975, 1976, undated	45	
	<b>Box</b>	<b>Folder</b>
Song sheets, undated	45	5 folders

**Series V: Audio-Visual Materials, circa 1970-1990****Scope and Contents note**

This series is comprised of audio visual material such video reel, audio cassette tapes and vinyl records and a medical x-ray of Williams' chest. Some of the video reels pertain to church programs or performances, while some are unidentified. Audio cassette tapes are marked "speech" and "Carol Nolan." Vinyl records available in this series contain gospel music and a recording of the musical, "F. Jasmine Addams." This series is arranged alphabetically.

## Series V: Audio-Visual Materials,

	<b>Box</b>
Audio cassette tape, Carol Nolan, undated	46
Audio cassette tape, speech, undated	46
Chest x-ray, undated	46
Flash-X cards, undated	46
Flash-X reel, undated	46
Magnetic tape reel, Bishop Anderson, 1975	46
Magnetic tape reel, higher horizons, 1 of 2, undated	46
Magnetic tape reel, higher horizons, 2 of 2, undated	46
Magnetic tape reel, M. Williams, undated	46
Magnetic tape reel, untitled, 1 of 3, undated	46
Magnetic tape reel, untitled, 2 of 3, undated	46
Magnetic tape reel, untitled, 3 of 3, undated	46
Videocassette, Sunday church music Christmas season, 1990	47

**Series VI: Scrapbooks and Photographs,**

Vinyl record, "Selections from F. Jasmine Addams," 1 of 3, undated	47
Vinyl record, "Selections from F. Jasmine Addams," 2 of 3 undated	47
Vinyl record, "Selections from F. Jasmine Addams," 3 of 3, undated	47
Vinyl record, "Southwestern Singers," undated	47
Vinyl record, "Spirituals," undated	47
Vinyl record, "This is Another Day," 1976	47
Vinyl record, untitled and in a cardboard container, undated	47

**Series VI: Scrapbooks and Photographs, 1936-1983****Scope and Contents note**

This series contains scrapbooks and photographs collected or created by Melva Williams. Scrapbooks were constructed by Williams and document her theatrical and music career, professional accomplishments, family and personal experience of World War II. These scrapbooks mainly house photographs and news clippings with some personal notes written by Williams. Photographs make up the remainder of the series and primarily relate to Williams' personal and professional life as an educator and performer. Many of Williams' headshots, family events, and George W. Collins High School functions are depicted in this series. Files are grouped together with like materials.

**Box**

Scrapbook, family and church, 1936-1957	48
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## Series VI: Scrapbooks and Photographs,

Scrapbook, "Friendly Possessions," undated	48
Scrapbook, World War II, 1939, undated	48
Scrapbook, World War II, circa 1940s	48
Photograph album, 1941, 1945, undated	49
Photograph album, church choir, undated	49
Photographs, 1-50, circa 1950-1983, undated	50
Photographs, 51-100, undated	51
Photographs, 101-150, undated	52
Photographs, 151-250, 1970-1980, undated	53
Photographs, 251-350, undated	54
Photographs, 351-356, undated	55
Sydney Poitier photograph (see oversize box), undated	56
Alain Leroy Locke photograph (see oversize box), undated	56
Gospel Chorus of the New Testament Baptist Church (see oversize box), 1952	56