

**Massachusetts General Hospital
Ladies Visiting Committee
Records, ca. 1900-1997**

AC 3

5.3 c.f. in 17 containers
(13 manuscript boxes, 3 half manuscript boxes, 1 flat box)
Accession number 1998-7

Processed 1999-2000
By Jessica Steytler and Jeff Mifflin

ACQUISITION: The files were transferred from the Ladies Visiting Committee office in the Clinics Building by Lucy Burr, President of LVC, on December 12, 1998.

ACCESS: Portions of the collection are subject to restricted access. Consult the MGH Archivist for further information.

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Agency History

The Ladies Visiting Committee (LVC) was established by the MGH Board of Trustees in 1869 as a volunteer committee of Boston women whose mission was to promote the morale, material comfort, and contentment of patients at MGH. Members visited wards (at first only female wards, but later male wards as well), observed conditions, and reported findings to the Resident Physician or the Trustees. The LVC's activities broadened as the hospital's needs expanded. In general terms, the LVC aims to enhance the MGH experience in any way that contributes to the comfort and well-being of patients, their families, and the MGH community. Over the years the LVC has supported pioneer projects at the hospital that are related to its core objectives, has run shops that cater to the needs of the MGH community, and has played a key role in myriad activities at the MGH. Profits from LVC activities are returned to the MGH to support programs.

The Chairman of the LVC is a liaison between the Committee and the MGH administration. The first LVC Annual Report came out in 1873. Annual Reports were regularly issued after 1907.

The General Committee of the LVC consists of all active and honorary members. It determines policies and makes decisions about disbursement of most funds. The Executive Committee of the LVC reviews requests for help. It makes recommendations to the General Committee for action, which the general Committee accepts, declines, or accepts with modifications. The Finance Committee of the LVC oversees expenditures and submits the annual budget to the General Committee for approval or revision.

LVC Chairmen:

Mrs. Samuel Eliot, a founding member of the LVC, was Chairman for many years, although the precise dates are unknown. Exact dates of Chairmanship are only recorded starting in 1914.

Miss Jane L. Motley, 1914-1925
Mrs. Harold J. Coolidge, 1926-1928
Mrs. William Jason Mixter, 1929-1933
Mrs. James Lawrence, 1934-1935
Mrs. Philip S. Dalton, 1934-1935
Mrs. Francis C. Gray, 1939-1941
Mrs. David B. Arnold, 1941-1951
Mrs. Augustus Thorndike, 1951-1955
Mrs. Henry M. Bliss, 1955-1956
Mrs. Floyd H. Blackman, 1956-1961
Mrs. R. Morton Claflin, 1961-1966
Mrs. Nelson W. Aldrich, 1966-1971
Mrs. Karl Riemer, 1971-1979
Mrs. John Coburn, 1979-1982
Mrs. Charles S. Cheston, Jr., 1983-1992
Mrs. Francis H. Burr, 1992-2001

Series Descriptions

Series I. Annual Reports, 1931-1988

The annual reports provide a good overview of the activities of the Ladies' Visiting Committee over the course of each year represented and are also a good source for studying changes in the MGH over time. For example, in 1931, radios were introduced as a way to keep patients entertained in the wards. The LVC established a radio committee for maintenance and general improvements.

Reports from individual committees were frequently kept in binders that stored reports in alphabetical order. There is not a complete set of these specialized reports. The majority of the reports are from the LVC chairman. These two types of reports are kept in separate folders and are marked accordingly. In 1978-1979, the annual reports expanded to include more information about finances. By 1980, these expanded reports replaced the more concise version. The exception to this is the 1987-1988 report.

There are several gaps in this series. There are no reports for 1933-1934 to 1938-1939, for 1941-1942 to 1947-1948, for 1957-1958 to 1960-1961, for 1965-1966, or for 1970-1971.

Series II. Art Service, 1961-1990

Records pertaining to the Art Service, which loaned works of art to patients for use in their hospital rooms, include correspondence, a questionnaire, a 1971 inventory, photocopied thumbnails of art available for loan, and other files.

Series III. Coffee Shop, 1964-1982

The MGH Coffee Shop was a joint venture of the LVC and the MGH Service League. Files include correspondence, annual reports, financial records, and volunteer records.

Series IV. Committees, 1922-1990

This series consists primarily of the records of meetings from various committees, arranged into three subseries. The first subseries includes the Executive Committee minutes, starting in 1943 and running up to 1982, followed by the General LVC minutes, 1922-1981. The secretary's reports and treasurer's reports were often separated into their own sections. The secretary's reports, 1950-1962, constitute the second subseries. (The treasurer's reports, however, will be found with the financial records in Series V.) The third subseries contains records from various specialized committees: the Advisory, Coordinating, Christmas Caroling, Social Service, Volunteer, War Service, and Warren Library Committees in alphabetical order. There are also member lists (1916-1987), a selected history of LVC by Ruth Coburn, and publicity files.

Series V. Financial, 1929-1987

Financial records include the treasurer's accounts/reports, financial records, and annual reports. In addition, the series contains gift acknowledgements (1958-1978), requests for contributions, correspondence, Chief of Staff reports, and files pertaining to endowment funds (1984,1986) and the David Arnold Fund (1983-1984). (The latter a consist of computer print-outs.) The earliest records are treasurer's reports, 1929-1935, and ledger books. These records contain the overall balances from membership dues, committees' budgets, etc. Specific receipts and bills were not kept.

The series comprises two subseries: the first consists of a chronological arrangement of treasurer's accounts and reports; the second consists of an alphabetical arrangement of other financial records.

There are also many ledger books for the General Store in Series VII.

Series VI. Visitors, 1910-1969

The series consists of bound volumes of guest books signed by visitors to the LVC between 1910 and 1969.

Series VII. General Store, 1950-1975

The series consists of ledgers and related records pertaining to the activities of the MGH gift shop. Many of the ledger books contain detailed descriptions of what products were carried by the store, e.g., types of toys, types of health care aids, etc.

Series VIII. Publications, ca. 1942-1997

The LVC produced booklets to help foreign-speaking patients with “English in the Hospital.” Fifteen of these bilingual guides are included in the series. Also included are a few informational brochures that explain volunteer duties, or provide a general introduction to the LVC or to the MGH. Also included is a booklet of instructions for MGH volunteers during World War II.

Series IX. Photographs, ca. 1900-1990s

The photograph series includes many prints of individual members, general LVC activities, and specific events (Volunteer Day, MGH’s 150th anniversary, and the LVC’s 90th birthday). There are many photographs of the general store, ranging from the 1940s to the early 1990s. While most of the people in the individual or small group photos are identified, the group shots, especially in the General Store folders, are unidentified.

Box and Folder List:

b.1

Series I. Annual Reports, 1931-1988

Annual Report, 1931-1932

Annual Report, 1932-1933

Annual Report, 1939-1940

Annual Report, 1940-1941

Annual Report, Committees, 1948-1956

Annual Report, 1948-1949

Annual Report, 1949-1950

Annual Report, 1950-1951

Annual Report, 1951-1952

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Annual Report, 1954-1955

Annual Report, 1955-1956

Annual Report, 1956-1957

Annual Report, Committees, A-N, 1960-1966

Annual Reports, Committees, O-Z, 1960-1966

Annual Report, 1961-1962

Annual Report, 1962-1963

Annual Report, 1963-1964

Annual Report, 1964-1965

Annual Report, 1966-1967

Annual Report, 1967-1968

Annual Report, Committees, A-L, 1967-1976

Annual Report, Committee M-Z, 1967-1976

Annual Report, 1968-1969

Annual Report, 1969-1970

Annual Report, 1971-1972
Annual Report, 1972-1973
Annual Report, 1973-1974
Annual Report, 1974-1975
Annual Report, 1975-1976
Annual Report, 1976-1977
Annual Report, 1977-1978
Annual Report, Committees, 1977-1981

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Annual Report, 1978-1979
Annual Report, Expanded, 1978-1979
Annual Reports, Committees, 1979-1980
Annual Report, 1979-1980
Annual Report, 1980-1981
Annual Report, Expanded, 1980-1981
Annual Report, Expanded, 1981-1982
Annual Report, Expanded, 1982-1983
Annual Report, Expanded, 1983-1984
Annual Report, Expanded, 1985-1986
Annual Report, Expanded, 1986-1987
Annual Report, 1987-1988

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Series II. Art Service, 1961-1990

Art correspondence, 1961-1966
Art inventory, 1990

Art inventory, 1990

Art questionnaire, ca. 1966

Art Service, 1970-1971

Art Service, 1973-1982

Art Service, 1980-1986

Art Wagon, accession of laminated prints, 1971-1974

b. 4

Series III. Coffee Shop, 1964-1982

Coffee Shop, 1964-1982

Coffee Shop Annual Reports, 1964-1982

Coffee Shop correspondence, 1963-1982

Coffee Shop, financial, 1964-1982

Coffee Shop volunteers, 1964-1982

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Series IV. Committees, 1922-1990

Minutes

Executive Committee Minutes, 1943

Executive Committee Minutes, 1944

Executive Committee Minutes, 1945

Executive Committee Minutes, 1946

Executive Committee Minutes, 1947

Executive Committee Minutes, list of speakers, 1947-1956

Executive Committee Minutes, 1948

Executive Committee Minutes, 1949

Executive Committee Minutes, 1950

Executive Committee Minutes, 1951

Executive Committee Minutes, 1952

Executive Committee Minutes, 1953

Executive Committee Minutes, 1954

Executive Committee Minutes, 1955

Executive Committee Minutes, 1956

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Executive Committee Minutes, 1958

Executive Committee Minutes, 1958-1959

Executive Committee Minutes, 1958-1959

Executive Committee Minutes, 1959-1960

Executive Committee Minutes, 1960-1961

Executive Committee Minutes, 1961-1962

Executive Committee Minutes, 1962-1963

Executive Committee Minutes, 1963-1964

Executive Committee Minutes, 1964-1965

Executive Committee Minutes, 1965-1966

Executive Committee Minutes, 1966-1967

Executive Committee Minutes, 1967-1968

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Executive Committee Minutes, 1971-1972

Executive Committee Minutes, 1972-1973

Executive Committee Minutes, 1973-1974

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Executive Committee Minutes, 1975-1976

Executive Committee Minutes, 1976-1977

Executive Committee Minutes, 1977-1978

Executive Committee Minutes, 1978-1979

Executive Committee Minutes, 1979-1980

Executive Committee Minutes, 1980-1982

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Minutes, 1922

Minutes, 1923

Minutes, 1924

Minutes, 1925

Minutes, 1926

Minutes, 1927

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Minutes, 1941

Minutes, 1942

Minutes, 1943

Minutes, 1944

Minutes, 1945

Minutes, 1946

Minutes, 1947

Minutes, list of speakers, 1947-1958

Minutes, 1948

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Minutes, 1963-1964

Minutes, 1964-1965

Minutes, 1966-1967

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Minutes, 1971-1972

Minutes, 1972-1973

Minutes, 1973-1974

Minutes, attendance, 1973-1979

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Minutes, 1976-1977

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Minutes, 1980-1981

Reports

Secretary's Report, 1950

Secretary's Report, 1951

Secretary's Report, 1952

Secretary's Report, 1953

Secretary's Report, 1954

Secretary's Report, 1954

Secretary's Report, votes in minutes, 1954-1958

Secretary's Report, 1955-1956

Secretary's Report, 1956-1957

Secretary's Report, 1957-1958

Secretary's Report, 1958-1959

Secretary's Report, speakers, 1958-1961

Secretary's Report, Special Report, ca. 1958-1962

Secretary's Report, 1959-1960

Secretary's Report, 1961-1962

b.8 General Committee Records

Advisory Committee, 1944-1945

Advisory Committee, 1979-1981

Children's Service, Pediatric Waiting Rooms, 1979-1980

Coordinating Committee, 1954-1959

Christmas Caroling, 1958-1985

LVC Selected History, by Ruth Coburn, 1955-1981

Members list, 1916-1938

Members list, 1935-1976

Members list, 1972-1987

Publicity, 1957-1962

Social Service, 1954-1959

Volunteer Committee, 1953-1956

Volunteer Committee, 1978-1981

Volunteer Department minutes, 1956-1959

War Service, n.d.

War Service Captains and Assistant Captains Meetings, 1943-1945

Warren Library, 1975, 1980

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Series V. Financial, 1929-1987

Chronological Reports

Treasurer's Account, 1929-1933

Treasurer's Account, 1933-1935

Treasurer's Report, 1937-1949

Treasurer's Annual Report, 1944-1945

Treasurer's Annual Report, 1945-1946

Financial records, 1945-1946

Treasurer's Annual Report, 1946-1947

Treasurer's Annual Report, 1947-1948

Treasurer's Annual Report, 1948-1949

Treasurer's Annual Report, 1949-1950

Financial records, 1949-1950

Treasurer's Annual Report, 1950-1951

Financial records, 1950-1951

Treasurer's Annual Report, 1951-1952

Financial records, 1951-1952

Treasurer's Annual Report, 1952-1953

Financial records, 1952-1953

Treasurer's Annual Report, 1953-1954

Financial records, 1953-1954

Treasurer's Annual Report, 1954-1955

Financial records, 1954-1955

Treasurer's Annual Report, 1955-1956

Financial records, 1955-1956

Treasurer's Annual Report, 1956-1957

Financial records, 1956-1957

Treasurer's Annual Report, 1957-1958

Financial records, 1957-1958

Treasurer's Annual Report, 1958-1959

Financial records, 1958-1959

Treasurer's Annual Report, 1959-1960

Financial records, 1959-1960

Treasurer's Annual Report, 1960-1961

Financial records, 1960-1961

Treasurer's Annual Report, 1961-1962

Financial records, 1961-1962

Treasurer's Annual Report, 1962-1963

Financial records, 1962-1963

Treasurer's Annual Report, 1963-1964

Financial records, 1963-1967

Treasurer's Annual Report, 1964-1965

Treasurer's Annual Report, 1965-1966

Treasurer's Annual Report, 1966-1967

Treasurer's Annual Report, 1967-1968

Treasurer's Annual Report, 1966-1967

Treasurer's Annual Report, 1968-1969

Financial records, 1967-1969

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Financial records, 1969-1979

Treasurer's Annual Report, 1970-1971

Treasurer's Annual Report, 1989-1990

Alphabetically-arranged Reports and Records Regarding Finances

Budgets and reports, 1965-1968

Chief of Service Reports, 1965-1967

Chief of Staff Reports, n.d.

Chief of Staff Reports, n.d.

Chief of Staff Reports, n.d.

Chief of Staff Reports, n.d.

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Correspondence, 1948-1957

Correspondence, Burnham, 1955-1962

Correspondence, redecoration of White Lobby, 1956, 1962

Correspondence, 1968-1979

Correspondence, Chelsea, 1980

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David Arnold Fund, 1983-1984

Endowment funds, 1984, 1986

Finances, 1945-1960

Finances, 1945-1984

Financial, 1945-1960

Financial, 1977-1979

Financial, 1980-1987

Financial, miscellaneous, n.d.

Financial requests and actions taken, 1979-1982

Funds held by the Treasurer of M.G.H., 1958

Gift acknowledgements, 1958-1978

MGH Office of the Treasurer, 1987-1988

Monthly Reports, 1969-1979

Reports, 1959, 1968-1979

Requests for contribution, 1990

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Series VI. Visitors, 1910-1969

Visitors' Book, 1910-1917

Visitors' Book, 1917-1920

Visitors' Book, 1926-1934

Visitors' Book, 1935-1942

Visitors' Book, 1950-1957

Visitors' Book, 1958-1969

Series VII. General Store, 1950-1975

General Store, inventory, 1950

General Store, 1951-1954

General Store, inventory, 1951

General Store, inventory, 1952

General Store, 1952-1954

General Store, inventory, 1953

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General Store, inventory, 1954

General Store, inventory, 1955

General Store, 1955-1958

General Store, inventory, 1956

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General Store, 1960-1966

General Store, inventory, 1961

General Store, inventory, 1963

General Store, inventory, 1964

General Store, inventory, 1965

General Store, inventory, 1966

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General Store, 1967-1972

General Store, inventory, 1971

General Store, inventory, 1971

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General Store, n.d.

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Series VIII. Publications, ca. 1942-1997

English in the Hospital, Arabic

English in the Hospital, Chinese

English in the Hospital, Creole

English in the Hospital, French

English in the Hospital, German

English in the Hospital, Greek

English in the Hospital, Hebrew

English in the Hospital, Italian

English in the Hospital, Japanese

English in the Hospital, Khmer

English in the Hospital, Polish

English in the Hospital, Polish

English in the Hospital, Russian

English in the Hospital, Spanish

English in the Hospital, Vietnamese

Ladies Visiting Committee of the Massachusetts General Hospital, 1869-1969

Ladies' Visiting Committee, 1976

Ladies' Visiting Committee, 1982

MGH, a Brief Review, 1958

MGH and MEEI Volunteers' Manual

Statement of Purpose, 1967

MGH War Service, ca. 1942

Volunteer at Massachusetts General Hospital

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Series IX. Photographs, ca. 1900-1990

Arnold, Mrs. David B., 1940-1950, ca. 1940s

Arnold, Virginia, and Helen Blackman lead volunteers on Volunteer Day, 1943

Art Wagon, ca. 1950s

Baker Admitting, Hospitality Service

Baker Memorial evening volunteers, 1946

Birthday, 90th, 1959

Bulfinch Building, n.d.

Burnell retirement, ca 1957

Chapel, n.d.

Coolidge, Mrs. Harold, 1925-1928, n.d.

Dalton, Mrs. Philip, 1935-1938, n.d.

Factories at Canton, print of painting, n.d.

Filadoro, Louis, Italian interpreter, ca 1970s

General Store, ca. 1990s

General Store, old, ca. 1940s-1980s

Gooden, Carlos, and foster grandfather, ca 1970s

Gray, Dinny, Bethina, and Mr. and Mrs. Francis, ca. 1969

Gray, Mrs. Francis C., 1939-1941, n.d.

Higginson, Mrs. Frances, 1911-1914, n.d.

Hill, Mrs. Arthur D., receiving pin for longevity and activity (rolling bandages), 1956

Hopkins, Mrs. A. Lawrence, 1885-1935, n.d.

LVC members, ca. 1993

Lawrence, Mrs. Marion Lee, 1934-1935, n.d.

Lindvall, Mrs., and Mrs. Metcalf, Red Cross volunteers, 1961

Massachusetts General Hospital, print, n.d.

MGH, 150th Anniversary, 1961

Mixer, Mrs. Will Jason, 1929-1933, n.d.

Motley, Jane, 1914-1925, n.d.

Paige, Mrs. Francis V. and patient- crafts program, 1974 [EMPTY – potentially in activities or subjects files?]

Peabody, Amelia, and Kathryn Trainer, 1956

Red Cross Nurse's Aide and patient, Christmas, 1956

Red Cross Nurse's Aide and patient, Gynecology Clinic, ca. 1950s

Service League Reception Center, 1953

Student volunteers working as night cleaners, 1943

Thayer, Pauline Revere, n.d

Thayer, Pauline Revere, 1900-1911, n.d

Traveling Store Service, 1956

Unidentified, ca. 1940s

View of Hong Kong, print of painting, n.d.

Volunteer artist, 1962

Volunteer Day, 1943

Volunteer recruiting blood donors, 1942

War Time men's group volunteers and patient, 1942

Warren Library, ca. 1970s

Warren Library Volunteer and Patient, 1976 [MISSING]

Warren Lobby Store, 1942-1971

Williams, Mrs. Conger, and Anne Bradley, RN, Vincent Program Orthopedic Clinic, 1957

Wolf, Miss Mary Ruth, Director of Volunteer Department 1954-1977, 1976

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Minor, Marion, and Patient, 1942

Unidentified, n.d.

Warren Library, ca. 1930s