



Guide to the Office of Publications Records, 1963-1978.

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David M. Rubenstein Rare Book & Manuscript Library

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Duke University

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URL: <http://library.duke.edu/rubenstein/>

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Summary

Collection Title:

Office of Publications Records, 1963-1978

Creator:

Duke University. Office of Publications

Abstract:

Duke University's Office of Publications centralized the task of producing printed materials for campus offices, schools, and other groups. The collection contains correspondence and drafts related to the production of two promotional university booklets: a proposed update to "A Short History (of Duke)," and "Duke Encounters," a collection of reminiscences about Duke University that was published in 1977. Both booklets were produced under Dr. Elizabeth H. (Betsy) Locke, Editor of the Office of Publications. The collection also contains pamphlets, letterhead, brochures, magazines, cards, booklets, and other types of printed materials produced by the Office of Publications for various campus organizations and academic departments. This collection contains numerous variations of official Duke insignia, emblems, letterhead, and other graphics.

Extent:

3.25 Linear Feet

Language:

English

Language:

Materials are in English.

Collection ID:

UA.27.01.0004

Permalink:

<http://library.duke.edu/rubenstein/findingaids/uaofficeofpublications/>

Preferred Citation

[Identification of item], Office of Publications Records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Background

Scope and Content

The Office of Publications collection contains correspondence between Editor Elizabeth H. Locke and representatives of various Duke departments related to a proposed update to the book "A Short History (of Duke)"; correspondence between Locke and Duke alumni toward the production of the 1977 book "Duke Encounters," along with a Xeroxed draft and the finished book; and pamphlets, letterhead, brochures, magazines, cards, booklets, and other types of printed materials produced for Duke campus organizations and academic departments. The printed materials contain many examples of official Duke insignia, emblems, letterhead, and other graphic designs.

Biographical/Historical

Duke University's Office of Publications centralized the task of producing printed materials for campus offices, schools, academic departments, and other groups. It was responsible for designing and printing various university brochures, pamphlets, letterheads, and other campus materials. The office started in 1963 and was originally part of the Office of Institutional Advancement. By 1970, the publications office was known as the Office of University Editor, and by 1974, it had acquired the name of Office of Publications. Dr. Elizabeth H. (Betsy) Locke was senior writer and editor of the Office of Publications from 1975 and became director of the office in 1977. Other personnel included John A. Furlow, Director of Publications, and Judy Beck, Editorial Assistant. The office disbanded in 1978.

Duke President Terry Sanford requested an update to "A Short History (of Duke)," prompting Locke to write to university professors and personnel in 1977 asking them to provide significant information about their departments that had taken place since 1971 so she could include it in the revised book. It is unclear whether the update was ever published. "Duke Encounters," also helmed by Locke, was a collection of reminiscences solicited from Duke alumni, faculty, and others associated with the university. The final book was presented as a gift to major participants in Duke's Epoch Campaign, which concluded in 1977.

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Arrangement

The collection is arranged into three series: A Short History (of Duke), Duke Encounters, and General Publications.

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Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

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Access Restrictions

Collection is open for research. Researchers must register and agree to copyright and privacy laws before using this collection. All or portions of this collection may be housed off-site in Duke University's Library Service Center. The library may require up to 48 hours to retrieve these materials for research use. Please contact Research Services staff before visiting the David M. Rubenstein Rare Book & Manuscript Library to use this collection.

Use Restrictions

Copyright for official university records is held by Duke University; all other copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

Acquisition Information

The Office of Publications Records were received by the Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, as a transfer.

Processing Information

Processed by: University Archives Staff

Finding aid derived from MARC record using
DukeMARC2EAD_ua_record_groups.xml, November 2014.

Re-processed by Erin Ryan. New finding aid created October 2016.

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Related Materials

Related Material

[News Service Biographical Files \(Box 84\)](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Office of Institutional Advancement Records](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Duke Encounters](#), Duke University Libraries.

["I have selected Duke University--" : a short history](#), Duke University Libraries.

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Names and Subjects

- Graphic design -- United States
- Locke, Elizabeth H.
- Duke University -- Alumni and alumnae

Collection Inventory

A Short History (of Duke), 1977

A Short History (of Duke)

Box 1

Physical Description: 2 folders

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Duke Encounters, 1975-1977

Scope and Contents

The series contains letters and reminiscences about Duke University by prominent alumni, faculty, staff, administrators, and trustees, which were solicited in order to produce the book "Duke Encounters." The selections include Dr. Walter Campbell's reflections on Richard Nixon's aid to a fellow law student with polio, and author Fred Chappell's reflections on literary life at Duke in the 1950s.

Reminiscences in the series are arranged alphabetically by author.

[A-C]	Box 1
[D-G]	Box 1
[H-K]	Box 1
[M]	Box 1
[N-S]	Box 1
[T-W]	Box 1
Xerox of Draft for Duke Encounters (?)	Box 2
Physical Description: 2 folders	
Elizabeth H. Locke (ed.) -- Final Book	Box 2

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General Publications, 1963-1978

Admissions	Box 2
Alumni Affairs Department	Box 2
Anthropology	Box 2
Athletic Department	Box 2
Business Administration Grad School	Box 2

Canadian Studies	Box 2
Center for Study of Aging and Human Development	Box 2
Chapel	Box 2
Chemistry Physical Description: 2 folders	Box 3
Class Directories	Box 3
Classical Studies	Box 3
Classical Studies	Oversize-folder 1
Computer Science Department	Box 3
Continuing Education and Career	Box 3
Divinity School	Box 3
Employees	Box 3
Engineering Physical Description: 2 folders	Box 3
Epoch Campaign	Box 4
Fifth Decade Campaign	Box 4
Financial Report	Box 4
Forestry School	Box 4
Freshman Orientation Week	Box 4
Friends of Duke University Library	Box 4
Information Services Office Physical Description: 2 folders	Box 4
Institutional Advancement Office Physical Description: 2 folders	Box 4
Judaic Studies (Cooperative Program)	Box 5

Law School	Box 5
Libraries	Box 5
Loyalty Fund	Box 5
Loyalty Fund	Oversize-folder 1
Marine Laboratory	Box 5
Medical Center	Box 5
Physical Description: 4 folders	
Minority Student Brochure	Box 5
Miscellaneous (1 of 2)	Box 5
Miscellaneous (2 of 2)	Box 6
Miscellaneous	Oversize-folder 1
Museum of Art	Box 6
Music Department	Box 6
Music Department	Oversize-folder 1
Nursing School	Box 6
Physical Description: 2 folders	
Philosophy Department	Box 6
Physiology and Pharmacology	Box 6
Physiology Department	Box 6
Placement Services Office	Box 6
Placement Services Office	Oversize-folder 1
Political Science	Box 7
President Office (Deryl Hart)	Box 7
President Office (Terry Sanford)	Box 7

Summer Educational Programs (Short Programs)	Box 7
Summer Session (General)	Box 7
The University in a Changing World (Seminar Series)	Box 7
University Union	Box 7

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