




11-14-2024

## Alta Millican Papers: Finding Aid

Bethany Latham

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# Alta Millican Papers | Finding Aid

## Summary Information

### Repository

Houston Cole Library  
Alabama Gallery, 10<sup>th</sup> Floor  
700 Pelham Road North  
Jacksonville, AL 36265-1602  
256.782.8195

### Creator

Houston Cole Library

### Title

Alta Millican Papers

### Date

1937-circa 1950s

### Extent

1 Box (33 Items)

## Background Information

### Scope and Content Note

This collection of materials (cataloged on Bib #2891342) contains typewritten and handwritten notes, memos, informational booklets/pamphlets/leaflets, and other miscellaneous items. Most of the items relate to aesthetics, culture, charm, personal grooming, and etiquette, and were probably used by Alta Millican (1916-2001) to teach Freshman Orientation to co-eds at Jacksonville State in the 1940s-1950s. Dr. Millican ended her tenure at JSU in the 1980s as Dean of the College of Library Science and Instructional Media, but she was also a dorm matron, counselor, and a professor of Education earlier in her career.

(Sources: Information found in the materials and personal knowledge.)

### Arrangement

This collection is arranged by type of item, then title/date:

- Box 1.
  - *Booklets*
  - *Leaflets & Posters*
  - *Memos & Course Materials*

## **Administrative Information**

### **Access and Use**

This collection is open to researchers under the guidelines set out in the *Houston Cole Library Policy and Procedures Manual*, Alabama Gallery section. Please consult the policy for specific instructions.

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### ***Preferred citation***

Alta Millican Papers, Houston Cole Library.

### **Provenance**

These items were probably left over from the files of Dr. Millican after she left the University in the mid-1980s. A note included in the box with the materials states "hold for Mona Mellon" and "property of Mona Mellon." Mona Mellon, Dr. Millican's niece, attended the Houston Cole Library building's rededication in 2001 and inherited Dr. Millican's papers.

### **Processing Information**

Arranged and described by Bethany Latham, 2024.

### **Physical Condition**

The items are generally in good condition, though some are foxed, torn, etc.

# Container Contents and Collection Inventory

## JSU MILL 1

### BOX 1

#### *Booklets*

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
1	Citizenship USA: Know It, Cherish It, Live It, Vol. 1, No.2	March 1949
2	Shampooing for Hair Beauty	circa 1940s
3	Beauty on a Budget	1954
4	Investing in Yourself: A Unit for High School Students by Ruth Strang	1945
5	My Reflections	1953
6	Our Alcohol Problem: Temperance Education Series	1951
7	Teaching Guide to Beauty on a Budget	1954
8	Thru the Looking Glass to Good Grooming	circa 1948
9	Vocations: How to Choose the Right Vocation	1954
10	Who, Me?	1954
11	Your Life Work Films Present Occupational Information	circa 1950s

#### *Leaflets & Posters*

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
12	How'm I Doin'? Common-Sense Conduct and Fundamental Manners for High School Pupils	1937
13	Your Home in the Making by Joy Elmer Morgan, Personal Growth Leaflet Number 4	circa 1940s
14	Your Personality in the Making by Joy Elmer Morgan, Personal Growth Leaflet Number 7 [2 copies]	circa 1940s
15	The Significance of Friendship by J.D. Farris, Personal Growth Leaflet Number 30	circa 1940s
16	Learning to Be a Leader by Joy Elmer Morgan, Personal Growth Leaflet Number 41 [2 copies]	circa 1940s
17	Franklin's Plan of Self Improvement by Joy Elmer Morgan, Personal Growth Leaflet Number 42 [2 copies]	circa 1940s
18	Franklin's Personal Growth Record Book by Joy Elmer Morgan, Personal Growth Leaflet Number 43 [2 copies]	circa 1940s
19	The Tyranny of Bad Habits by Joy Elmer Morgan, Personal Growth Leaflet Number 44	circa 1940s
20	Education for the Atomic Age: American Education Week, November 10-16, 1946, Personal Growth Leaflet Number 58	1946
21	Your Appearance by Levice B. Ellis, The Alabama Polytechnic Institute, Circular 286	June 1944
22	The American's Creed by William Tyler Page	circa 1950s

<b>23</b>	The National Beta Club Educational Program Series: Good Manners, Bulletin No. 7	circa 1950s
<b>24</b>	Lipstick by The Gillette Company [poster]	1954
<b>25</b>	You Can't Start Too Early to Care for Your Skin by The Gillette Company [poster]	1954

***Memos & Course Materials***

<b><i>Item</i></b>	<b><i>Title/Description</i></b>	<b><i>Date</i></b>
<b>26</b>	Freshman Orientation to College outline	circa 1950s
<b>27</b>	Keep Emily Posted: Tips on Table Etiquette, Jacksonville State Teachers College	circa 1950s
<b>28</b>	Letter from James P. Floyd, Temperance Education Consultant, to Alta Millican, Professor of Education, regarding a workshop on Alcohol Education at Ann Jordan Lodge; program included	4 May 1953
<b>29</b>	Letter from the State of Alabama Department of Education to Deans of Education in State Colleges and Teachers in the Field of Alcohol Education	8 Jun 1953
<b>30</b>	State Teachers College, Jacksonville, Alabama, Good Grooming (Girls) [2 copies]	circa 1950s
<b>31</b>	Ruled notebook with information (possible speech) on Jacksonville State Teachers College, probably written by Alta Millican	circa late 1940s
<b>32</b>	Sara Williams photograph	circa 1950
<b>33</b>	Student Bulletin on Aesthetics, Culture, and Charm	circa 1950s