

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**LITERACY COUNCIL OF MONTGOMERY COUNTY, MD., INC.**

**1963-1994**

**Record Group 18: Civic Organizations**

**April 18, 1999**  
**Revised February 23, 2017**

Montgomery County Archives  
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### **ADMINISTRATIVE HISTORY**

On December 10, 1963, the first meeting of the Montgomery Literacy Council was held, with representatives of community action groups and other interested citizens present. The Executive Board of the Council consisted of the elected officers, area chairmen, and teacher trainers, and met monthly to plan programs and conduct business. Advisory Board members came from other County agencies and organizations, both governmental and civic, and helped to promote Montgomery County Literacy Council programs and recruit students and teachers. The area chairmen, who were responsible for their own geographical region, assigned students to teachers and channeled reports to the Executive Board. Newsletters were regularly produced, and a Writer's Group put together another newsletter in simple English for the students. The Speakers' Bureau provided speakers to other organizations. The organization changed its name to the Literacy Council of Montgomery County (LCMC) in 1965 and was incorporated in 1967.

By 1988, the Council had its own full-time office and staff. From the first, the LCMC had organized workshops and conducted wide-ranging publicity campaigns in order to reach the illiterate citizens of Montgomery County. The LCMC not only sought out and taught basic literacy skills to the functionally illiterate but also aided them in finding the social services they needed to pull themselves out of poverty. The Laubach Literacy organization provided materials and workshops to train new teachers, and the LCMC used donations to provide reading material for their students. The members developed guidelines, a booklet, brochures, and a play to aid their volunteers and recruit students, and shared them generously with newly-organized literacy groups. The LCMC conducted several publicity campaigns, utilizing newspapers, television, radio, speakers, discussion panels, flyers, cards, slide presentations, as well as a parade float and a booth at the Montgomery County Fair.

The LCMC made several proposals to the Montgomery County Council for funding for programs devised to reduce illiteracy and poverty, and in 1968 it began to receive some financial support from Montgomery County for its efforts. The LCMC also worked closely with the Montgomery County Board of Education program for Basic Adult Education, which began in 1965. LCMC tutors were hired as teachers and also served as volunteer teacher aides in adjacent classrooms to work with students who needed individual help. The LCMC developed programs for children, prisoners, and the handicapped, and coordinated recommended reading lists with the Montgomery County Department of Public Libraries, as well as the Program of Teaching Conversational English to the Foreign Born.

### **EXTENT**

0.66 cubic feet: 2 letter-size Hollinger boxes.

### **SCOPE AND CONTENT**

The records of the LCMC specifically document the years of Mrs. Kilgore's active involvement, from 1963 to the early 1970s, while the histories and newsletters continue the account from the mid-1970s to the early 1990s. Significant topics include literacy and anti-poverty programs, the Laubach Literacy program, and the National Affiliation for Literacy Advance. Material consists

of correspondence, minutes, newsletters, handbooks, brochures, booklets, promotional literature, reports, histories, drafts, agendas, awards, proclamations, press releases, constitution and by-laws, articles of incorporation, notices, handouts, photographs, a scrapbook of newspaper clippings, an artifact, and a screenplay.

The records have been arranged into two series:

Series I: Subject Files

Series II: Newsletters

### **SERIES DESCRIPTIONS**

#### **Series I: Subject Files, 1963-1988**

**(0.33 cubic feet)**

This series consists of correspondence, minutes, handbooks, promotional literature, reports, histories, drafts, agendas, awards, proclamations, constitution and by-laws, articles of incorporation, booklets, press releases, notices, lists, and a screenplay. Significant correspondents include Drs. Frank and Robert Laubach, members of the Laubach organization, and other literacy groups and volunteers. Of additional significance, the General file contains the agenda for the first organizational meeting of LCMC, proclamations, the constitution and by-laws, and a 1972 award from the Montgomery County Council.

The photographs, some of them identified, show many of the active members and volunteers. They include color snapshots from meetings in 1977, 1978, and 1979, and the first five presidents; black and white photographs of such events as an Advisory Board meeting in 1964, the presentations of Literacy Week Proclamations, and the LCMC booth at the Montgomery County fair; and a color slide.

The folders are arranged in alphabetical order by subject, and then chronologically within each folder.

Records in this series found within the Audiovisual Record Group 19 are:

- 1963-1978
- 1964-1978

Pieces of fabric required to assemble a NALA tote bag were removed to Record Group 20, Artifacts. Instructions for assembly can be found in the NALA folder.

#### **Series II: Newsletters, 1964-1988, 1992, 1994**

**(0.33 cubic feet)**

This series contains a nearly complete run of the newsletters from the first issue in 1964 through March 1988; there are also two newsletters from the early 1990s. The newsletters document the month-by-month activities, plans, programs, and interests of the organization. The series also includes copies of many of the student newsletters. This series is arranged in chronological order.

### **CONDITIONS GOVERNING ACCESS**

This collection is open for research.

### **LANGUAGE**

English.

### **PROVENANCE**

Material in this collection was donated to the Archives by Marita L. Almquist, Executive Director of the Literacy Council of Montgomery County, in 1992.

### **USING THESE RECORDS**

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 18, **Records of the Literacy Council of Montgomery County**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 18: Civic Organizations. Records Title: The Records of the Literacy Council of Montgomery County. Series number and series name. Box number and folder title, if appropriate.

### **PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Items contaminated by mold were photocopied onto acid-free paper and destroyed.

Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

### **PROCESSING STAFF/FINDING AID AUTHOR**

MCA Staff.

**BOX INVENTORY**

**Series I: Subject Files**

**Box 1**

Clippings, 1964, 1971

Clippings, 1965-1974

Clippings—Scrapbook, 1964-1971 (*see Flat File 30*)

Correspondence, 1964-1972, 1977

General, 1963-1981

Guidelines, Procedures, 1965-c.1972, n.d.

Guidelines, Office Procedure, 1966-1968

History, 1967-1988

Instructional Materials, 1967, n.d.

Meeting Minutes, 1964-1973

National Affiliation for Literacy Advance, 1965-1971, n.d. (*see also RG 20, Box 2*)

Photographs, 1963-1978 (*see RG 19, Box 16*)

Promotional Literature, 1964-1974, n.d.

**Series II: Newsletters**

**Box 2**

1964-1967

1968-1970

1971-1975

1976-1982

1983-1985

1986-1988, 1992-1994