

A Guide to the Recording Services for the Visually Handicapped/Recording Services for the Visually Impaired, 1958-2005

Recording Services for the Visually Handicapped/Recording Services for the Visually Impaired, 1958-2005
1958-2005

A Collection in Mary Riley Styles Public Library Record Group 4-5

Mary Riley Styles Public Library

2023

History

Processed by: Catherine Wilson, Mary Riley Styles Public Library

Title Statement

A Guide to the Recording Services for the Visually Handicapped/Recording Services for the Visually Impaired, 1958-2005

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Collection: Record Group 4-5

Publication Statement

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[Conditions of Use](#)

Profile Description

Creation: This finding aid was produced using a form and manually entry 2023-05-26

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Descriptive Summary

Collection Number

Record Group 4-5

Language

Materials in this collection are in English.

Physical Characteristics

2 boxes

Repository

Falls Church History Room, Mary Riley Styles Public Library

Administrative Information

Conditions Governing Access

The collection is open for research use.

Processing Information

The processing, arrangement, and description was completed in 2019.

Biographical/Historical Note

The Recording Services for the Visually Handicapped (RSVH), now the Recording Services for the Visually Impaired (RSVI), was a volunteer group that recorded textbooks and other academic materials for visually impaired students. For many years they had an office in the Falls Church Public Library (now the Mary Riley Styles Public Library).

The recording group was started as the Northern Virginia Recording Group in 1958 by the Falls Church Junior Woman's Club. In 1963 the Recording Services for the Visually Handicapped was incorporated by the State of Virginia as an independent organization. The name was changed to the Recording Services for the Visually Impaired in 2003.

[text](#)

Scope and Content

The files were organized into six series: Series 1 has the articles of incorporation and by-laws as well as a list of their board of directors. Board meeting minutes comprise Series 2 (although not a complete set) and correspondence is in Series 3. Series 4 has the subject files and Series 5 hold the newsletters. The newsletters are often referred to as Annual Reports. Newspaper clippings, photographs and a floppy disc make up Series 5 through 7.

Speeches relating the history of the RSVH can be found in the Subject files in the folder labeled Speakers (RG 4-5-4-10).

Arrangement

The meeting minutes, correspondence and newsletters were arranged in chronological order. The subject files are in alphabetical order.

Contents List

Series 1: Organization (Box 1)

By-Laws and Articles of Incorporation, 1966-2003

File 1 (folder)

Board of Directors, 1986-2000

File 2 (folder)

Series 2: Meetings (Box 1)

Board Meetings, Minutes, April 1964-April 1970 [book]

File 1 (folder)

Board Meetings, Minutes, 1970-1973

File 2 (folder)

Board Meetings, Minutes, 1974-1975

File 3 (folder)

Board Meetings, Minutes, 1976-1979

File 4 (folder)

Board Meetings, Minutes, 1980-1982

File 5 (folder)

Board Meetings, Minutes, 1986-1991

File 6 (folder)

Board Meetings, Minutes, 1992-1994

File 7 (folder)

Board Meetings, Minutes, 1999-2005

File 8 (folder)

Board Meetings, Secretary notes, 1988-1992

File 9 (folder)

Series 3: Correspondence (Box 1)

Correspondence, Appreciation Letters, 1971, 1981-1997

File 1 (folder)

Correspondence, General, 1968-1970

File 2 (folder)

Correspondence, President's Letters, 1987-1990, 2000

File 3 (folder)

Series 4: Subject Files (Box 1)

Certificate of Appreciation [blank forms]

File 1 (folder)

Grant from The Morris and Gwendolyn Cafritz Foundation, 1987

File 2 (folder)

History, The Falls Church Lions Club, 1940-1990

File 3 (folder)

Series 4: Subject Files, continued (Box 2)

Instructions for Readers

File 4 (folder)

Name Change, 2002-2003

File 5 (folder)

Officer Job Descriptions

File 6 (folder)

Priorities for Reading Jobs

File 7 (folder)

Publicity, 1961-1970* has photograph

File 8 (folder)

Publicity, 1971-1987

File 9 (folder)

Speakers, 1962-1991 [includes speeches relating the history of RSVH]

File 10 (folder)

State Corporation Commission, 1963-2000

File 11 (folder)

Volunteers Needed Advertisements

File 12 (folder)

Series 5: Newsletters

Newsletters, 1962-1975

File 1 (folder)

Newsletters, 1975-1989

File 2 (folder)

Newsletters, 1990-1994 [includes photographs]

File 3 (folder)

Newsletters, 1995-1999, 2005

File 4 (folder)

Series 6: Newspaper Clippings, 1966-1993

Series 7: Photographs

Series 8: Media

Newsletter, 1997, on a word perfect file saved on a floppy disc

File 1 (folder)